

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

X Transfer Course X A.A. Degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE:

CE 110 Cooperative Education - General

UNIT VALUE: 2 or 3

Unit Value/Semester Hours

The following formula is used to determine the possible number of units to be earned:

1. A minimum of 150 hours of paid employment equals two semester units of credit.
2. A minimum of 225 hours of paid employment equals three semester units of credit.
3. A minimum of 120 hours of non-paid employment equals two semester units of credit.
4. A minimum of 180 hours of non-paid employment equals three semester units of credit.

A maximum of six units may be earned in Cooperative Education - General.

MINIMUM NUMBER OF SEMESTER HOURS: 120 - 225 hours

BASIC SKILLS REQUIREMENTS: Appropriate language and computational skills.

ENTRANCE REQUIREMENTS

PREREQUISITE: None

COREQUISITE: In order to participate in Cooperative Work Experience, students shall meet the following requirements:

1. Complete no less than seven units (summer session, one course) including Cooperative Education- General
2. Have approval of the Cooperative Work Experience Education Coordinator.
3. Have occupational or educational goals to which in the opinion of the coordinator, the Cooperative Work Experience Education will contribute.
4. Pursue a planned program of Cooperative Work Experience Education which, in the opinion of the coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during the previous employment.

RECOMMENDED PREPARATION: None

SCOPE OF COURSE: Supervised on-the-job training for all students.

SPECIFIC COURSE OBJECTIVES: Many unique and distinct objectives can be found in Cooperative Work Experience Education. Upon completion of the program, successful students will:

1. Analyze or improve employment skills under actual working conditions;
2. Apply classroom theory to “real-life experience”;
3. Build self-identity and confidence as a worker through individual attention given by instructor-coordinators and employers;
4. Test and identify personal abilities in work environments;
5. Experience actual job market opportunities;
6. Apply management by Objectives (MBO);
7. Will explain and refer to work experience education on future job applications;
8. Benefit financially while learning.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE: Each semester, a student is required to formulate three specific objectives. These objectives must be written to identify new or expanded job-oriented learning. They will be reviewed and approved by the supervisor/employer and the instructor-coordinator. Objectives should be understandable, challenging, achievable, and measurable.

REQUIRED READING: Student handout which includes sequence sheet of events, requirements of Cooperative Work Experience Education, manner in which learning objectives are to be determined and written, unit/work hour breakdown, Title V regulations concerning Cooperative Work Experience Education, Employer’s Guide to Cooperative Work Experience Education, and other handouts instructors may use.

SUGGESTED READING: Listed materials at Palomar College and local libraries and at the Cooperative Education offices:

Barlow, Laurence E. How to Sell Yourself “The Job-Seekers Bible”. Lakeside, CA: VCA Publication, 2002.

Bennett, Robert L. Educational Work Experience in Cooperative Education. San Mateo, CA: Action Link, 1994.

Berlye, Milton K. Your Career in the World of Work. New York, NY: Howard Sams, Inc., 2000.

Chapman, Elwood N. Work Experience Survival Kit. Pacific Palisades, CA: Goodyear Publishing Co., 1996.

Farr, Michael, et al. The Work Book; Getting The Job You Want. Indianapolis, IN: Bennett & McKnight, 2001.

Heerman, Barry. Cooperative Education in the Community Colleges. San Francisco, CA: Jossey-Bass, 1995.

Kidwell, Will, et al. Getting The Job and Knowing Yourself. St. Louis, MO: McKnight Publishers, 2003.

Kimbrell, Grady. Individualized Related Instruction. St. Louis, MO: McKnight Publishers, 1998.

Mason, Ralph E., et al. Cooperative Occupational Education. Danville, IL: Interstate Printers& Publishers, 1998.

- Pivar, William H. Work Experience Handbook. South Holland, IL: Canfield Press, 2000.
- Richter, David J. Occupational Essentials. Philadelphia, PA: H. Johnson Press, Inc., 1998.
- Schmidt, Peggy J. Making it on Your First Job. New York, NY: Avon, 2001.
- Stadt, Ronald W. Cooperative Education: Vocational, Occupational & Career. Indianapolis, IN: Bobbs-Merrill Co., 1997.
- Venn, Grant. Man, Education and Work. Washington, DC: American Council in Education, 1991.
- Wanat, John A., et al. Cooperative Vocational Education. Chicago, IL: Chas C. Thomas Publishers, 1999.
- U.S. Dept. of Labor. Selected Characteristics of Occupations Defined in The Dictionary of Occupational Titles. Washington, DC: Supt of Documents, 2004

Periodicals:

- American Vocational Association. Vocational Education Journal. Washington, DC: AVA, Monthly
- Cooperative Education Association. The Journal of Cooperative Education. Washington, DC: CEA, Tri-yearly
- Supt of Documents. Occupational Outlook Handbook. Washington, DC: Supt of Documents, Annually
- Supt of Documents. Occupational Outlook Quarterly. Washington, DC: Supt of Documents, Quarterly

REQUIRED WRITING: Students are required to submit the following written exercises during each semester:

Enrollment Application, Student Data Sheet, Worksheet for Setting Learning Objectives, Statement of Cooperation, Monthly Reports giving status of learning objectives, Student Evaluation and Follow-Up Survey.

OUTSIDE ASSIGNMENTS: Visitations to library on current work experience texts (see “suggested Readings”). Students are required to work, on a weekly basis, toward the completion of the established learning objectives.

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination
- directed study

DISTANCE LEARNING:

This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No X

If yes, check all that apply:

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

<u>Total Points Earned</u>	<u>Letter Grade</u>
90 and Over	A
80 to 89	B
70 to 79	C
60 to 69	D
59 and Below	F

Points can be earned in the following categories:

<u>Item</u>	<u>Minimum Points</u>
A. Completed Student Data Sheet on Time	5
B. Student written Monthly Reports (five) and timely authentication of hours	25
C. Program Evaluation	5
D. Achievement of approved learning objectives, evaluated by supervisor, interpreted and graded (points) by instructor-coordinator; rating on individual objectives will be averaged to arrive at overall points: Outstanding - 55-60 Above average - 49-54 Satisfactory - 43-48 Limited - 0- 42	60
E. Punctuality and arrival for appointments	<u>5</u>
Total	<u>100</u>

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes X No Number of times course may be taken for credit: Two

If yes, identify specific provision of Title 5 Division 2 section(s), 55761-55763 and 58161 which qualifies course as repeatable: 58161 C 2 a & b

CONTACT PERSON: Bruce McDonough, Department Chairperson

SIGNATURES ON FILE: