

Isothermal Community College
Applied Sciences and Technology
Broadcasting Production Technology

COE 111
Co-Op Work Experience I
Course Syllabus

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COE 111 Co-Op Work Experience I

Class: 0

Lab: 0

Work Experience Hours: 10

Contact Hours: 10

Credit Hours: 1

Prerequisites: none

Corequisites: none

COURSE DESCRIPTION:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

REQUIRED TEXTBOOK:

No textbook is required for this course.

ACADEMIC INTEGRITY STATEMENT:

Students are expected to rely on their own knowledge when taking tests and completing independent assignments. Cheating in any form will not be tolerated and may result in charges leading to loss of academic credit or grade. See the Student Rights, Responsibilities, and Judicial Procedures Manual, Section III-A, IV-C, and V-5.

ADA STATEMENT:

If you have a documented disability, it is your responsibility to contact the Special Populations Coordinator (828-286-3636, ext. 422) to discuss accommodations.

ATTENDANCE POLICY:

Students are expected to be present and on time for all class meetings. Extenuating circumstances or emergencies will be handled on an individual basis.

LATE WORK:

All reports and weekly timesheets are due on the announced due dates! NO late work will be accepted for credit.

IMPORTANT SEMESTER DATES:

Tuesday, 1/4 and Wednesday, 1/5	-	Last Chance Registration – Spring Semester
Thursday, 1/6	-	First Day of Classes, Schedule Adjustments
Friday, 1/7	-	Schedule Adjustments
Monday, 1/17	-	Martin Luther King, Jr. Holiday – no classes
Tuesday, 1/18	-	Last Day to Drop With a Refund
Thursday, 2/10	-	Professional Development Day – no classes
Friday, 3/11	-	Last Day to Apply for Spring Graduation
Friday, 3/25 thru Friday, 4/1	-	Spring Break – no classes
Monday, 4/4	-	Classes Resume
Tuesday, 4/12	-	Academic Advising Day – no classes
Friday, 4/15	-	Last Day to Drop With “W”
Monday, 4/18 thru Friday, 4/22	-	Early Registration for Summer/Fall
Friday, 5/6; Monday, 5/9; and Tuesday, 5/10	-	Final Exams
Monday, 5/16	-	Graduation (7:30pm – The Foundation)

METHOD OF EVALUATION:

Time Sheet/		
Documentation of Hours Worked (16 @ 10)	-	160 total points possible
Submission of Objectives for Course	-	10 total points possible
Journal Review	-	15 total points possible
Final Semester Reflections Report	-	15 total points possible
Total Points Possible	-	200 total points possible

180 – 200 points	=	A
160 – 179 points	=	B
140 – 159 points	=	C
120 – 139 points	=	D
119 and below	=	F

TIME SHEETS:

Time sheets must be completed on a weekly basis and submitted to the instructor no later than the Tuesday following the end of a “work week.” In this course, the “work week” begins on Monday and ends on Sunday.

Time sheets must be filled out completely and must be signed by a supervisor at the student’s internship workplace. If a supervisor is not available to sign off on a student’s time sheet, the student should notify the instructor no later than the day on which the time sheet is due.

SUBMISSION OF COURSE OBJECTIVES:

Each student enrolled in this course is required to submit a list of measurable handwritten objectives for the work experience/internship. This list of objectives must be submitted to the instructor before the student begins accumulating work hours. Failure to submit a list of measurable handwritten objectives will result in a grade of “F” for the course.

These objectives must be measurable, and the instructor reserves the right to require the student to rewrite an objective or objectives until they are deemed acceptable by the instructor.

JOURNAL:

Each student enrolled in this course is required to maintain a written journal. The journal should be submitted to the instructor for review on a weekly basis, at the same time the student submits a time sheet.

Each journal entry should be recorded following a “day at work,” or a “work session.” Examples of journal content include a description of the specific tasks the student actually performed, and the student’s reflections of the “day at work.” Personal opinions certainly can be both positive and negative. It is unrealistic to believe that each and every “day at work” will always be a great experience.

Failure to maintain a journal throughout this course will result in a grade of “F” for the course.

FINAL SEMESTER REFLECTIONS REPORT:

At the end of the semester, each student is required to submit a minimum one-page report/paper summarizing the work experience. Obviously, the student’s journal will be a very valuable resource in the writing of this report. This report should be “typed” for submission. No handwritten final reports will be accepted.

Failure to submit the final semester reflections report will result in a grade of “F” for the course.

PORTFOLIO ASSIGNMENT(S):

Broadcasting Production Technology students are expected to archive all of their audio and video productions, written scripts, and other writing projects. Upon completion of this course, students should be able to present a copy of their measurable objectives, journal entries, and final semester reflections paper, summarizing their internship experience.

GENERAL EDUCATION COMPETENCIES ADDRESSED:

Your achievement of competency in general education skills is incorporated into all the courses you take at Isothermal. This course will focus on the skills listed below. For information on how they will be evaluated, review the criteria that have been established by the college. These are available on the college website and in the student handbook under Academic Information.

The following Isothermal Community College General Competencies are addressed by the subject matter of this course:

1. Communicate Effectively through Writing/Reading
2. Communicate Effectively through Speaking
3. Retrieve and Use Information to Analyze Problems and Make Conclusions
4. Demonstrate Positive Interpersonal Skills

SPECIFIC LEARNING OUTCOMES:

Upon successful completion of COE 111, students should be able to:

Communicate effectively in speaking, writing, reading, and listening.
Perform technical skills in their chosen occupation.
Use information to analyze problems and make logical decisions.
Demonstrate positive human relation skills.
Assess diversity of team members and collaborate to meet objectives.
Recognize and interpret feedback.
Explain benefits to client.
Prepare and create presentations.
Plan, prospect and set up appointments.
Prepare and organize closings.
Conduct interviews.
Research sources.
Interpret ethical considerations.
Interpret management history and theory.
Acquire skills in planning, organizing, directing and controlling.
Diagnose and prioritize situational influences.
Interpret personnel needs and utilize human relations.
Research and implement industry trends when applicable.
Prepare business reports.

EXPECTATIONS FOR THE COLLEGE AND FOR STUDENTS:

What Students Can Expect of Isothermal	What Isothermal Expects of Students
In their commitment to learning and to the achievement of a true learning-centered community, Isothermal personnel will:	In their commitment to learning, students will: Accept responsibility for learning
Meet student needs by demonstrating professional, friendly, and courteous service in all aspects of student life	Attend and participate in all classes Complete required exercises and assignments as directed
Maintain high professional and academic standards	Develop a time management plan that includes adequate time for study
Serve as role models in the development of leadership skills	Maintain an open-minded attitude toward learning
Respect diversity and treat all students fairly	Strive to become independent critical thinkers
Be available to students and helpful with student problems	Seek help as needed from appropriate sources
Communicate clear learning objectives and expected outcomes	Be respectful and considerate of others
Provide timely feedback in the assessment of learning outcomes	Assume responsibility for knowing and adhering to all college policies
Stay current in subject matter	Acknowledge that learning how to learn is the ultimate objective of education
Practice effective teaching/learning strategies that promote critical thinking	Recognize that struggle and discomfort often precede the rewards that accompany goal completion and success

Note: From Isothermal Distinction – Community of Learners; Statement of Expectations. Isothermal Community College, (Revised 2004).

SPRING, 2005 TENTATIVE CLASS SCHEDULE:

<u>Date</u>		<u>Student's Responsibility</u>
Thursday, January 6 th	-	Intro. to Course
Monday, January 10 th	-	Work Hours Begin
Friday, January 14 th	-	Objectives Due!
Tuesday, January 18 th	-	Time Sheet and Journal Due!
Tuesday, January 25 th	-	Time Sheet and Journal Due!
Tuesday, February 1 st	-	Time Sheet and Journal Due!
Tuesday, February 8 th	-	Time Sheet and Journal Due!
Tuesday, February 15 th	-	Time Sheet and Journal Due!
Tuesday, February 22 nd	-	Time Sheet and Journal Due!
Tuesday, March 1 st	-	Time Sheet and Journal Due!
Tuesday, March 8 th	-	Time Sheet and Journal Due!
Tuesday, March 15 th	-	Time Sheet and Journal Due!
Tuesday, March 22 nd	-	Time Sheet and Journal Due!
Tuesday, April 5 th	-	Time Sheet and Journal Due!
Tuesday, April 12 th	-	Time Sheet and Journal Due!
Tuesday, April 19 th	-	Time Sheet and Journal Due!
Tuesday, April 26 th	-	Time Sheet and Journal Due!
Tuesday, May 3 rd	-	Time Sheet and Journal Due!
Tuesday, May 10 th	-	Time Sheet and Journal Due! Final Semester Reflections Report Due!