

GDT 274

SECTION I. SUBMISSION INFORMATION

SECTION II. SIGNATURES

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**WASHTENAW COMMUNITY COLLEGE
COURSE-SYLLABUS APPROVAL FORM (CSAF)**

GDT 274

SECTION III. COURSE SYLLABUS

A. COURSE DETAILS (Start with #1.)

For help screens press F1.

Discipline & No.: GDT 274 **Title:** Co-Op II

Course and title will automatically appear above upon saving or previewing

1. Description: (Please be brief. Explain acronyms if used.)

In this course, students gain further skill from continued experience in an approved, compensated, industry-related position. Together with the instructor and employer, students set up work assignments and learning objectives to connect classroom learning with career-related work experience.

2. Credit Hours: var

If Variable credit, Give Range:

1 to 3 credits

If repeatable for credit, how many times

3. Contact Hours per Semester:

Lecture:

Lab:

Clinical:

Other: OTJ 120

Total Contact Hours: 120

4. Class Capacity:

15

(If nonstandard, attach

Class Capacity

Exception form.)

5. Course Options:

☐ Distance learning
(Attach DL Form)

☐ Honors (Attach
Honors Addendum.)

☐ P/NP Grading

6. Prerequisite(s)

and/or "C" Course

Min
Grade

*Concurrent
Enrollment

Test Name

Min.
Score

"Y"

**Level
I II

Other Prerequisites

☐	☐	<u> </u>	<u> </u>	☐	<u> </u>	<u> </u>	<u> </u>	☐	☐	<u> </u>
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Consent Required ☒

7. Corequisites: (limit of 2)

* Can take prerequisite before or concurrently with this course.

**Level I is enforced in Banner; Level II is enforced by instructor on 1st day of class.

8. Course Purpose:

☐ Program Requirement

☐ General Education

☒ Program Support

☐ Basic Skills/Developmental

☐ Transfer

☒ Industry/Professional Dev

☐ Enrichment

If a program requirement, specify the program(s)

Please send syllabus for Transfer evaluation to:

☐ EMU

☐ UM

☐

☐

☐

☐

Accepted for transfer: (attach documentation)

☐ EMU

☐ UM

☐

☐

☐

☐

9. Terms Course will be offered:

Terms

☒ Fall

☒ Winter

☒ Spr/Summer

Session Length (e.g. 15 weeks, 1st 7 weeks, etc.)

Day

☒

☒

☒

Eve

☐

☐

☐

Even years only

☐

☐

☐

Odd years only

☐

☐

☐

B. MAJOR INSTRUCTIONAL UNITS A major instructional unit is a grouping of topics that naturally relate to one another. Add additional numbers as needed. (This section is unprotected so that you can cut and paste from other documents.

- The student, with the instructor and employer will complete a Employment Services' Cooperative Education Work Agreement which will include hours of work, location, rate of pay and specific assignments.
- The student with the instructor and employer will complete a Employment Services' Learning Objectives/Assignments form describing the learning plan for the semester., This plan will include a

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minimum of three learning objectives and criteria for evaluation specific to the student's work experience.

3. Using the Employment Services' Student Self-Assessment Report on Work Experience form, the student will write a final report on the Co-Op experience containing the following items:
 - A description of assignments and projects
 - A summary of the skill and abilities used on the job
 - An assessment of how well the objectives established at the beginning of the assignment were achieved
 - * Other reactions to and/or impressions of the experience.

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C. INSTRUCTIONAL OBJECTIVES

DIRECTIONS: Use student outcomes-based language. (Example: Upon visiting a gravel pit students will observe, analyze and describe in one page the weathering processes.) Units should match those listed in Section B.

(This section is unprotected. You may cut and paste from other documents as needed.)

Unit #1

1. The student will have opportunity for compensated work experience with applicable credits toward graduation.
2. The student will have opportunity to improve communication and interpersonal skills and integrate course work and skills developed in the classroom to co-op responsibilities, assignments and projects.
3. The student will understand the expectations necessary to succeed in the workplace.

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D. INSTRUCTIONAL METHODS, EVALUATION CRITERIA, AND ASSESSMENT

1. Instructional Methods: (Check the appropriate boxes and describe as needed.)

☐ Lecture/Discussion _____ ☐ Clinical Instruction _____ ☐ Laboratory Assignments _____ ☐ Internet Assignments _____ ☐ Computer Simulations _____ ☐ On-Site Work Experience _____ ☐ Team Assignments _____ ☐ Demonstrations _____	☐ Performances _____ ☐ Group Critiques _____ ☐ Field Trips _____ ☐ Telecourse _____ ☐ ITV Course _____ ☐ Self-Paced Instruction _____ ☒ Other <u>On the Job Training</u> _____ ☐ Other _____
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2. Evaluation Criteria:

☒ Attendance _____ ☐ Class Discussion _____ ☐ Papers _____ ☐ Portfolios _____ ☒ Projects _____ ☒ Reports _____ ☐ Clinical Assignments _____ ☐ Home Work _____	☐ Quizzes _____ ☐ Tests _____ ☐ Midterm _____ ☐ Final Exam _____ ☐ Presentations _____ ☐ Individual Performance _____ ☐ Group/Team Performance _____ ☒ Other <u>Supervisor Assessment</u> _____
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3. Assessment of Student Achievement: (Indicate methods that will be used for NCA mandated assessment of student academic achievement at the course and (if applicable) general education levels)

☐ Departmental Exam _____ ☐ Follow-on Tracking _____ ☐ Standardized Test _____ ☐ Portfolio Assessment _____	☐ Pre-test/Post-test _____ ☐ Simulations _____ ☐ Comprehensive Project _____ ☐ Other _____
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F. EQUIPMENT, FACILITIES, TEXTS, MATERIALS, AND SUPPLIES

1. Special Equipment/Facilities : (Check the appropriate boxes and describe as needed.)

☐ Lab equipment _____ ☐ Computer Lab _____ ☐ CD ROM's _____ ☐ Data Projector/Screen _____ ☐ VCR _____ ☐ TV Monitor _____	☐ ITV Classroom _____ ☐ Off-Campus Sites _____ ☐ Testing Center _____ ☒ Other <u>Faculty site visits</u> _____ ☐ Other _____ ☐ Other _____
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2. Texts: (Please indicate if no text is required.)

Title: none

Author: _____

Publisher: _____

Copyright Yr: _____

Est. Cost: _____

Title: _____

Author: _____

Publisher: _____

Copyright Yr: _____

Est. Cost: _____

Title: _____

Author: _____

Publisher: _____

Copyright Yr: _____

Est. Cost: _____

Title: _____

Author: _____

Publisher: _____

Copyright Yr: _____

Est. Cost: _____

Additional Texts:

3. Supplies and/or Uniforms students will have to Acquire: (e.g. calculators, uniforms, tools, etc.)

Descriptions

Cost Estimates

4. Reference Materials that will be used: (e.g. journals, books, manuals, maps, LRC reserves, etc.)

Title/Name

Location

5. Computer Software that will be used:

Title/Name

Location

6. Audio/Visual Materials that will be used: (e.g. films, video tapes, slides, audio tapes, CDs, etc.)

Title/Name

Location

