Cooperative Work Experience
Coop 670 Spring 2018

Phone: 650-738-7009
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Instructor: Steve Cooney
Office Location Building 1 rm. 1207
Office Hours By arrangement: Make appointments cooney@smccd.edu

Class Duration January 16 – May 18, 2018

PREREQUISITE & RECOMMENDATIONS:
Students must either be employed in a paid or volunteer position or planning on participating in an internship.

STUDENT LEARNING OUTCOMES
- Obtain relevant work experience which is mutually agreed upon by the student, Instructor and employer. The work experience must be relevant to the student's field of study.
- Student will demonstrate work habits and work ethics by completing the required learning agreement, activities and learning objectives at the work place by deadline dates. By doing so the student will demonstrate accountability.
- Verbally demonstrate a working knowledge of chosen profession or field.

OBJECTIVES
- Enhance learning skills by relating job learned skills to the educational process.
- Set learning objectives that are specific but not restrictive.
- Communicate the learning objectives to employers and Instructor
- Connect the learning objectives to previous and future learning.

MATERIALS & SUPPLIES
- Student needs a computer internet connection and printer. (all of the mentioned are available on campus if you do not have these items)

ASSIGNMENTS
- Student will come up with three specific learning objectives that relate to their employment or internship. The objectives will be specific and must be approved by your work supervisor and your co-op instructor.
- Student will set up a meeting with instructor in person, skype or as otherwise agreed upon.
- Student must monitor smccd email account (Your smccd account can be forwarded to your personal email account. For instructions please see directions on websmart.)
- Students must keep track of all hours worked and use the provided time sheet, no other time sheet will be accepted.

GRADING POLICY

- Cooperative work experience education (co-op) is a pass/no pass class. No letter grades will be given.
- In order to receive a passing grade in co-op, you must turn in all paperwork by assigned due dates and satisfactorily complete all 3 learning objectives.
- You must complete 60 hours of volunteer or 75 hours of paid work per unit.

CLASS FORMAT

- There are no class meetings for co-op

WITHDRAWAL POLICY

- Please refer to Skyline College procedures for dropping this or any course. It is the student's responsibility to drop the course.

RESOURCES

- **DRC**
  The disabled resources center is designed to equalize the educational opportunities for students with disabilities. Further information may be obtained from the DRC office, Bldg. 2 Rm. 2350. Phone number is 650-738-4280 and the FAX number is 650-738-4228

- **Academic Integrity**
  Academic dishonesty occurs when a student attempts to show possession of a level of knowledge or skill, which he or she does not possess. The two most common kinds of academic dishonesty are "Cheating" and Plagiarism." Cheating is the act of obtaining or attempting to obtain academic work through the use of dishonest, deceptive or fraudulent acts. Plagiarism is representing the work of someone else as his/her own and submitting it to fulfill academic requirements.

- **Student Services**
  Support services are available to students. They include the following:
- The library and learning center in building 5
- Student services
- One stop center
- Housing
- Registration financial aid
- Placement testing
- Admissions
- DSPS
- Special programs
- Health center and CALT labs
- In coordination with the DSPS office, reasonable accommodations will be provided for eligible students with disabilities. If your do not yet have an accommodation letter, please contact the DSPS office at 650-738-4280.