Central Piedmont Community College
Official Course Syllabus

Cooperative Work Experience COE- 112E-15
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Instructor Name: Rodney Jackson
Office Location: LT 4115
Phone: 704-330-6652
Office Hours: MTWR 10-12
Instructor email: rodney.jackson@cpcc.edu

Textbook
Students will be required to complete paperwork as well as a Co-op Workbook which will be provided by the Co-op Office.

Prerequisites
- Be enrolled in an approved CPCC Co-op curriculum
- Have a minimum 2.0 program GPA (GPA may be higher per eligibility requirements)
- Have successfully met the eligibility requirements (pre-selected by faculty) for the student's program of study
- Be recommended by the Co-op Faculty Coordinator
- Be approved by the Cooperative Education Office
- For degree and diploma programs: completed a minimum of 9 semester credit hours in the program of study with 3 credit hours in the core
- For certificate programs completed a minimum of 9 semester credit hours in the program of study

Registration
Students will not be able to register for an additional Co-op until their previous workbook is turned in. Students who are pre-registered will be dropped before the census dates unless their workbook or paperwork from the previous semester is turned in.

Course Description
This course provides work experience with a college-approved employer in an area directly 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.

Objectives
Measurable Learning Objectives (MLO's) will be developed by the student, with assistance from the Co-op Faculty Coordinator and the Co-op Employer, relevant to the student's program of study. MLO's are statements that clearly and precisely describe specific accomplishments projected for the semester. For students currently employed, MLO's must be new, different and of an increasing level than they have already experienced.

Requirements

- Complete all paperwork requirements. Scanned or faxed copies of originals are acceptable.
- Attend all meetings and seminars required by the Co-op program and/or employer.
- Be covered by CPCC accident insurance. This will be added automatically at registration.
- Complete one orientation – either on-line or with a Co-op coordinator.
- Start work or training at the Co-op work site during the first week of class.
- Complete the Work Agreements, Measurable Learning Objectives and Short Time Sheet within two weeks of the start of class.
- Complete the Mid-term Evaluation Report and arrange a Mid-term Conference with the Faculty Coordinator.
- Complete the Co-op Workbook and return to the Co-op Faculty Coordinator by due date on the Co-op calendar. If students have more than one workbook or change work sites, they need workbooks for each site.
- Inform the Co-op staff of any changes in the position, withdrawal from the program, or any issues which arise.
- Remain in the work experience until the end of the course dates unless special arrangements are made with the Co-op office and the employer.
- When a student withdraws or receives an "I" or "F" grade, the student must complete the work agreement form, the MLO's, the time reports for the hours spent on the job and evaluations.

Grading Policy

Co-op is an academic class and graded according to college policy. Students must complete all Co-op hours to receive credit.

Faculty will use three measures when assigning a student's grade:

- Successful completion of all hours for Co-op:

  > 160 hours for 1 credit
  > 320 hours for 2 credits
  > 480 hours for 3 credits

- Rating of MLO's from the employer (Faculty will follow the CPCC Grading Policy.)
- Other considerations: Feedback from the employer, timely submission of paperwork from the student, observation, compliance of Co-op policies/procedures.

Completed items required from Co-op student, faculty and employer:

- Paperwork by the designated due dates (scanned paperwork is acceptable)
- Orientation
- Agreement and measurable learning objectives
- Time sheets (2)
- Mid-term evaluation by the student
- Employer evaluation of the student
- On-Site visitation report by the Co-op Faculty Coordinator
- Self-evaluation by the Student
- Complete hours required for credit (i.e….160 hrs, 320 hrs, 480 hrs)
- Workbook turned in to Faculty Coordinator by student (The original workbook needs to be turned in at this time)
- Workbook turned in to Co-op office by Faculty Coordinator

Grading Scale:

A=	90-100
B=	80-89
C=	70-79
D=	60-69
F=	59 or below

Attendance Policy

Students are required to attend all meetings requested by the Co-op Faculty Coordinator and by the Co-op Staff. The student is expected to report punctually and regularly for work. The student will notify the employer promptly if unable to work for any reason. Students will notify the Co-op Office if there are any issues at work or if they quit their Co-op job.

Special Services Certifications

Students who have a documented disability or who may think they may have a learning problem may contact the Office of Services for Students with disabilities. Instructors will provide the necessary accommodations upon the advice of the Office of Services for Students with disabilities.

Academic Integrity Policy

The purpose of the CPCC Code of Student Academic Integrity (see CPCC Student Handbook) is to support the continued growth and development of a strong academic community based on the principles of academic honesty and integrity. Any student who violates the CPCC Code of Student Academic Integrity is subject to academic disciplinary action. Such action may include, but is not limited to, entry of the incident in the records of the Office of Student Development; reduced grades; and dismissal from the College classes, programs, and activities.

Withdrawal Policy

When a student determines that he/she will be unable to complete courses in which he/she is currently enrolled, it is the student's responsibility to initiate procedures leading to a formal withdrawal ("W") in order to avoid a failing ("F") grade. To receive a "W" grade, a student must withdraw before the first 35% of the class; and must return workbook to the Co-op office with an updated Time/Wage sheet. Final dates for withdrawing from a course will be announced in CPCC's Class Listing Schedule and Telephone Registration Information. The instructor may also assign "W" at other times when circumstances warrant such action. A "W" will remain on the transcript and will not count as credit hours attempted. To receive credit, a student who received a "W" must re-register and pay for the course in a subsequent term. Financial aid recipients need to refer to the financial aid satisfactory progress policy to determine if schedule adjustment will affect financial aid.

Incomplete Policy

 An incomplete ("I") may be assigned when a student has persisted through the course and has successfully completed at least 90% of the requirements for passing the course or when the instructor has determined extenuating circumstances exist. A student must resolve an "I" grade within 6 months from the end of the term in which the grade was assigned, unless the time period is otherwise specified by the division. When an "I" grade has been resolved, the final grade will be recorded beside the "I" (e.g., I/B) and the GPA will be recomputed. An "I" which is unresolved will be changed to the grade of "I/F" after 6 months.