



**BURLINGTON  
COUNTY COLLEGE**

*We Can Get You There.*

## Cooperative Education

**CODE:** CED 111-114

**TITLE:** Cooperative Education Work  
Experience

**DIVISION:** Liberal Arts

**COURSE DESCRIPTION:** This is an optional work experience program that supplements regular classroom with supervised on-the-job learning experiences in college approved work situations. Academic credit is earned for work experience if the student's job is related to either the field of study or the vocational goal. One semester hour may be earned for each 115 hours per semester that a student is employed, provided appropriate learning objectives are identified. A maximum of 4 semester hours can be earned each semester with a maximum of 12 allowable. A student planning to earn work experience credit must have earned or be currently enrolled in one and one-half credit hours of other course work for each credit hour of work experience.

**PREREQUISITE:** Completion of 6 credit hours of course work, a minimum grade point average of 2.3

**CREDITS:** 1 – 4

**REQUIRED MATERIALS (CHECK BOOKSTORE FOR LATEST EDITION):**

See instructor.

**INTENDED COURSE LEARNING OUTCOMES/COURSE GOALS/CORE COMPETENCIES:**

In concert with the instructor, the student will:

- Demonstrate skills necessary for hands on work experience
- Incorporate all prior learning in the discipline
- Develop project management and time management skills.
- Demonstrate professional protocol in the work environment

**GENERAL EDUCATION GOALS INTRODUCED/REINFORCED IN THIS COURSE:**

1. e. Students will speak clearly and effectively in standard English.
- f. Students will logically and persuasively state and support orally their points of view or findings.

**TOPICAL OUTLINE FOR THE COURSE:**

Varies depending on work experience.

**COURSE ACTIVITIES:**

- ▶ Course activities vary from course to course and instructor to instructor. Below is a listing of some of the activities students can anticipate in this course:
  
- ▶ Writing assignments: students will analyze current issues in the field using current articles from the popular press as well as library research including electronic resources databases.
  
- ▶ Speaking assignments: students will present research individually or in groups using current technology to support the presentation (e.g., PowerPoint presentation); students will participate in discussions and debates related to the topics in the lessons. Discussions may also focus on cross-cultural and legal-ethical dilemmas as they relate to the course content.
  
- ▶ Simulation activities: Trends and issues will analyzed for their ethical as well as social or legal significance. Students might role-play common situations for classmates to analyze. Current news articles may be used to generate discussion.
  
- ▶ Case Studies: Complex situations and scenarios will be analyzed in cooperative group settings or as homework assignments.
  
- ▶ Lectures: This format will include question and answer sessions to provide interactivity between students and instructor.
  
- ▶ Speakers: Representatives from various related fields may be invited to speak.
  
- ▶ Videos: Related topics will provide impetus for discussion.

**STUDENT EVALUATIONS:**

The student will be evaluated on the degree to which student learning outcomes are achieved. A variety of methods may be used such as tests, quizzes, class participation, projects, homework assignments, presentations, etc.

See individual instructor's course handouts for grading system and criteria (point value for each assessment component in course, e.g. tests, papers, presentations, attendance etc.), number of papers and examinations required in the course, and testing policy including make ups and/or retests.

**GRADING STANDARD:**

- A Mastery of essential elements and related concepts, plus demonstrated excellence or originality.
- B+ Mastery of essential elements and related concepts, showing higher level understanding.
- B Mastery of essential elements and related concepts.
- C+ Above average knowledge of essential elements and related concepts.
- C Acceptable knowledge of essential elements and related concepts.
- D Minimal knowledge of related concepts.
- F Unsatisfactory progress. This grade may also be assigned in cases of academic misconduct, such as cheating or plagiarism, and/or excessive absences.

For other grades, see the current BCC catalog.

**COLLEGE POLICIES:**

The current college catalog and student handbook are important documents for understanding your rights and responsibilities as a student in the BCC classroom. Please read your catalog and handbook as they supplement this syllabus, particularly for information regarding:

- ▶ Academic Integrity Code
- ▶ Student Conduct Code
- ▶ Student Grade Appeal Process

**NOTIFICATION:**

Burlington County College offers reasonable accommodations and/or services to persons with disabilities. The Special Populations Department offers comprehensive services to all students with any form of disability (with appropriate documentation) which hinders their academic success. Contact Barbara Ericson on Extension 1208 at (609) 894-9311 or (856) 222-9311 or visit the website at:

<http://www.bcc.edu/pages/182.asp>.

**ADDITIONAL SUPPORT/LABS:**

BCC provides confidential advising and counseling services free to all students through the Department of Academic Advisement and Transfer. For more information about advising and counseling services, visit at the Parker Center or the Mt. Laurel Center at

Laurel Hall, or call extension 7337 at (609) 894-9311 or (856) 222-9311 or visit the website at:

Advising Website <http://staff.bcc.edu/advising/>

Counseling Website <http://staff.bcc.edu/counseling/>

BCC offers a free tutoring for all currently enrolled students. For more information regarding The Tutoring Center call Extension 1495 at (609) 894-9311 or (856) 222-9311 or visit the Tutoring Center Website at <http://staff.bcc.edu/tutoring/>

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