



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

LAST REVIEW: 2007-2008

NEXT REVIEW: 2012-2013

STATUS: A

COURSE TITLE: Co-op Work Experience

COMMON COURSE NUMBER: OST 2949

CREDIT HOURS: 3

CONTACT HOUR BREAKDOWN

CLOCK HOURS:

Lecture:

Lab:

Clinic:

Other: 144

PREREQUISITE(S): NONE

COREQUISITE(S): NONE

PRE/COREQUISITE(S):

COURSE DESCRIPTION: A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer.

General Education Requirements – Associate of Arts Degree (AA), meets Area(s): Area
General Education Requirements – Associate in Science Degree (AS), meets Area(s): Area
General Education Requirements – Associate in Applied Science Degree (AAS), meets Area(s): Area

UNIT TITLES :

1. Workplace Communication
2. Workplace Performance
3. Workplace Ethics
4. Human Relations/Interpersonal Skills
5. Student Projects
 - Option A
 - Option B
 - Option C
 - Option D



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

ASSESSMENT:

Please provide a brief description (250 characters maximum) that details how students will be assessed on the course outcomes.

1. Quizzes, Test, and/or Final Exam (cumulative/comprehensive);
2. Selected faculty may assess homework, projects, class participation/attendance, and/or extra credit projects.

**** Complete the following only if course is seeking general education status ****

GENERAL EDUCATION Competencies and Skills *:

Please highlight in green font all Competencies/Skills from the list below that apply to this course. In the box to the right of the Competency/Skill, enter all specific learning outcome numbers (i.e. 1.1, 2.7, 5.12) that apply.

1. Read with critical comprehension	
2. Speak and listen effectively	
3. Speak and listen effectively	
4. Think creatively, logically, critically, and reflectively (analyze, synthesize, apply, and evaluate)	
5. Demonstrate and apply literacy in its various forms: (highlight in green ALL that apply) (1. technological, 2. informational, 3. mathematical, 4. scientific, 5. cultural, 6. historical, 7. aesthetic and/or 8. environmental)	
6. Apply problem solving techniques to real-world experiences	
7. Apply methods of scientific inquiry	
8. Demonstrate an understanding of the physical and biological environment and how it is impacted by human beings	
9. Demonstrate an understanding of and appreciation for human diversities and commonalities	
10. Collaborate with others to achieve common goals.	
11. Research, synthesize and produce original work	
12. Practice ethical behavior	
13. Demonstrate self-direction and self motivation	
14. Assume responsibility for and understand the impact of personal behaviors on self and society	
15. Contribute to the welfare of the community	

** General Education Competencies and Skills endorsed by '05-'06 General Education Task Force*



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

Common Course Number: OST 2949

UNITS

Unit 1

General Outcome:

- 1.0 The student shall apply communication skills (reading, writing, speaking, listening, and viewing) in a courteous, concise, and correct manner on personal and professional levels.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 Use listening, speaking, and nonverbal skills and strategies to communicate effectively with supervisors, co-workers, and customers.
- 1.2 Follow oral and written directions.

Formatted: Font: Times New Roman

Formatted: Font: Times New Roman



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

Common Course Number: OST 2949

Unit 2

General Outcome:

- 2.0 The student shall practice quality performance in the learning environment and the workplace.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1 Demonstrate job performance skills in the chosen occupation.
- 2.2 Demonstrate increasingly higher levels of productivity in the chosen occupation.



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

Common Course Number: OST 2949

Unit 3

General Outcome:

- 3.0 The student shall incorporate appropriate leadership and supervision techniques, customer service strategies and standards of personal ethics to accomplish job objectives and enhance workplace performance.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 3.1 Project a professional image through appropriate business attire, ethical behavior, personal responsibility, flexibility, and respect for confidentiality.
- 3.2 Follow accepted rules, regulations, policies, and workplace safety.
- 3.3 Exhibit a positive attitude and professional behavior.
- 3.4 Demonstrate good work habits.



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

Common Course Number: OST 2949

Unit 4

General Outcome:

- 4.0 The student shall demonstrate human relations/interpersonal skills appropriate for the workplace.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to

- 4.1 Practice appropriate interpersonal skills working with and for others.



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

Common Course Number: OST 2949

Unit 5

General Outcome:

- 5.0 The student shall be able to demonstrate significant learning which is the result of clear-related work experience.

NOTE: Students are not expected to progress sequentially through Option A, Option B, Option C, and Option D. Rather, they are assigned the option(s) best suited to their work placement. Students may register for OST 2949 a maximum of four times.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

5.1 Option A

1. Develop two learning objectives approved by the job supervisor and campus coordinator.
2. Keep a daily activities journal that identifies the tasks as well as the learning acquired from these tasks.
3. Present thorough research of their major areas of career interest and alternatives within that area.
4. Provide an employer evaluation of work habits and of progress towards meeting the learning objectives (item #1) during the term.
5. Summarize the learning that has been acquired as a result of the co-op experience each term.

5.2 Option B:

1. Develop two learning objectives approved by the job supervisor and campus coordinator.
2. Keep a daily activities journal that identifies the tasks as well as the learning acquired from these tasks.
3. Present thorough research of their major areas of career interest and alternatives within that area.
4. Provide an employer evaluation of work habits and of progress towards meeting the learning objectives (item #1) during the term.
5. Summarize the learning that has been acquired as a result of the co-op experience each term.

Formatted: Space After: 12 pt



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

5.3 Option C:

Formatted: Font: Bold

1. Develop two learning objectives approved by the job supervisor and campus coordinator.
2. Keep a daily activities journal that identifies the tasks as well as the learning acquired from these tasks.
3. Provide a written report of two interviews with professionals in their career areas.
4. Provide an employer evaluation of work habits and of progress towards meeting the learning objectives (item #1) during the term.
5. Summarize the learning that has been acquired as a result of the co-op experience each term.

5.4 Option D:

Formatted: Font: Bold

1. Select a project in consultation with their supervisors and with the approval of their campus co-op coordinator.
2. Develop two learning objectives based on the project.
3. Complete a midterm report that provides both student and employer views of progress toward completing the project.
4. Provide an employer evaluation of student learning accomplishments.
5. Submit the project results in the form of a report or other product.
6. Complete the student's course evaluation.