

# Central Piedmont Community College

## Course Syllabus for WorkPlace Learning/Cooperative Education Classes

COE 111, 112, 113, 114, 121, 122, 131, 132, 133, 212, 221

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### Course Information

<b>Class meeting time:</b>	Sun-Sun (days/times vary by employer)
<b>Credit Hours:</b>	1-3 depending on program of study
<b>Last Day to Withdraw:</b>	As listed in the class schedule
<b>Final Paperwork:</b>	Due to Faculty Coordinator no later than the last day of class
<b>Co-op Calendar:</b>	See Co-op workbook

### 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) are statements that clearly and precisely describe specific accomplishments that the student will accomplish during the semester. The MLO's will be developed by the student, Co-op Faculty Coordinator and the Co-op Employer and are relevant to the student's program of study.

For students currently employed, MLO's must be new, different and of an increasing level than they have already experienced. Students cannot get credit for something they are already being paid to do. MLO's for co-op II, III, IV are to be new and progressive.

### Core Competencies

As a Learning College, CPCC has identified four core competencies critical to the success of graduates, either in the workplace or as they continue their education. All graduates are expected to demonstrate proficiency in each of the following competencies that go beyond simple content mastery:

**Communication:** the ability to read, write, speak and listen, and use nonverbal skills effectively with different audiences.

**Critical Thinking:** the ability to think using analysis, synthesis, evaluation, problem solving, judgment, and the creative process.

**Personal Growth & Responsibility:** the ability to understand and manage self, to function effectively in social and professional environments and to make reasoned judgments based on an understanding of the diversity of the world community.

**Information Technology & Quantitative Literacy:** the ability to locate, understand, evaluate, and synthesize information and data in a technological and data-driven society.

**This course will address:** Personal Growth and Responsibility

### Prerequisites

- Enrolled in a program of study that offers Co-op.
- Meet Co-op eligibility requirements for the program of study.
  - Pre-requisite courses and/or GPA requirements vary by program.
- Have approval to participate by the designated faculty and Workplace Learning Coordinator

## Requirements

- Start working or training at the Co-op work site by the census date of the class (generally within the first 7-10 days of the semester).
- Complete all required paperwork and submit per due dates in the Co-op workbook calendar.
- Attend all meetings and seminars required by the Faculty Coordinator, Workplace Learning Coordinator, and/or employer.
- Complete the Co-op Orientation within the first two weeks of the semester.
- If students change work sites during the semester or have more than one worksite, a workbook is required for each site.
- Inform the Workplace Learning office if you withdraw from the program, cannot finish your hours during the semester, quit the job, or any issues that arise.
- Remain in the work experience until the end of the class unless special arrangements are made with the Workplace Learning office and the employer.
- When a student withdraws or receives an “I” or “F” grade, the students will submit the work agreement, MLO’s, the time reports; and evaluations per direction of the Workplace Learning Coordinator.

## Registration

Students **will not** be able to register for another Co-op until their previous Co-op workbook is submitted. Students who are pre-registered will be dropped before the census dates unless their workbook or paperwork from the previous semester is submitted and a grade assigned.

## Textbook

No textbook is required. However, students will be required to complete applicable paperwork prior to the class. A Co-op Workbook will be provided to each student at no cost by the Workplace Learning department. The workbook must be submitted at the end of the Co-op class, so students are advised to copy workbook pages for their own records.

## Grading Policy

Co-op is an academic class and graded according to college policy.

Grading Scale (Per Co-op rubric in Co-op workbook)

- 50-41 points = A
- 40-31 points = B
- 30-21 points = C
- 20-11 points = D
- 10 or below = F

## Attendance Policy

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 Workplace Learning office if there are any issues at work or if they quit their Co-op job.

Students are required to attend all meetings requested by the Faculty Coordinator and by the Workplace Learning office.

## VA and Financial Aid Attendance Policy

Regular class attendance is required to remain entitled to financial aid and veterans' benefits. Failure to attend class and/or withdrawal from class may impact your financial assistance. For more information go to [http://www.cpcc.edu/financial\\_aid/fyi/withdrawal](http://www.cpcc.edu/financial_aid/fyi/withdrawal).

### **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" per the date assigned by the instructor.

### **Withdrawal Policy**

While withdrawing from a course is sometimes necessary, it is advisable to discuss this with the instructor before withdrawing. Students **must return** workbook to the Co-op office **with an updated Time/Wage report**.

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**. For additional information, go to the following links:

<http://www.cpcc.edu/administration/policies-and-procedures/5-09-withdrawal-from-classes>

<http://www.cpcc.edu/administration/policies-and-procedures/5-10-grading-policy>

Before withdrawing, consider whether this course is a prerequisite for another course; whether the course will be offered again in the future; whether withdrawing will delay plans to transfer graduation; or whether withdrawing will affect eligibility for honors designation, health insurance benefits, or other financial arrangements.

### **Financial Aid Withdrawal Considerations**

Financial Aid recipients need to refer to the financial aid satisfactory progress policy to determine if schedule adjustment will affect Financial Aid.

### **Student Code of Conduct**

Student Code of Conduct Students are expected to abide by the Student Code of Conduct. Detailed information may be found at [http://www.cpcc.edu/student\\_handbook/conduct](http://www.cpcc.edu/student_handbook/conduct)

### **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 at 704-330-6556. Instructors will provide the necessary accommodations upon the advice of the Office of Services for Students with Disabilities.

For additional information, please visit <http://www.cpcc.edu/disabilities>.

### **Academic Integrity Policy**

Any student who violates the CPCC Code of Student 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 college classes, programs and activities.

For additional information, please visit <http://www.cpcc.edu/administration/policies-and-procedures/7-10-student-academic-integrity>