

WASHTENAW COMMUNITY COLLEGE
COURSE/SYLLABUS APPROVAL FORM (CSAF)

For help screens, select a field and press F1

SECTION I. COURSE SUBMISSION INFORMATION

CRC 12110

1. **Course:** (For an existing course enter the existing discipline, number, and title. For a new course enter the proposed number & title.)
Discipline/No: ACC 174 **Title:** ACC 174 Co-Op Education I

Division Code: BMG Department Code: ACC Requested Start Term: Fall 1999

2. **Type of Approval:** (applies to both new courses and changes)
 Full Approval
 Conditional Approval
 This proposal has received conditional approval previously.
 Term Offered: _____

3. **Reason for Submission:** This Course is being submitted for: (check all that apply)
 New Course Approval (Skip the rest of Section I and go directly to Section II.)
 Five-year Syllabus Review No changes to course
 Major Change(s)
 Minor Change(s) (If not due for review, submit sections I, II, and revised parts of Section III.)
 Reactivation of Inactive Course
 Termination (Submit Sections I and II only.)

4. **Change Information:** (Check all that apply. Make proposed changes in Section III, Course Syllabus.)

<p>Minor Changes</p> <input type="checkbox"/> Course Discipline/Number <input type="checkbox"/> Course Title <input type="checkbox"/> Course Description <input type="checkbox"/> Capacity (capacity was: _____) <input checked="" type="checkbox"/> Pre or Corequisites within Department <input type="checkbox"/> Course Objectives (minor changes) <input type="checkbox"/> Distribution of Contact Hours (contact hours were: lect: _____ lab _____ clin _____ exp _____) <input type="checkbox"/> Distance Learning - minor (Attach Preliminary Approval Form for Distance Learning & the Section Handout.) <input type="checkbox"/> Other _____	<p>Major Changes (Major changes will be reviewed by Curriculum Committee.)</p> <input type="checkbox"/> Credit hours (credits were: _____) <input type="checkbox"/> Core Element Approval <input type="checkbox"/> first time <input type="checkbox"/> add additional elements <input type="checkbox"/> Core Element Removal (Elements to be removed _____) <input type="checkbox"/> Grading <input type="checkbox"/> Pre or Corequisites outside Department <input type="checkbox"/> Course Objectives (major changes) <input type="checkbox"/> Total Contact Hours (total contact hours were: _____) <input type="checkbox"/> Honors (Complete Part G of Section III, Honors Addendum.) <input type="checkbox"/> Distance Learning - major (Attach Preliminary Approval Form for Distance Learning & the Student Handout for the Distance Section.) <input type="checkbox"/> Other _____
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5. **Rationale for changes:**
 Change in Cooperative Education Criteria.

SECTION II. COURSE REVIEW INFORMATION AND SIGNATURES

1. **Department Review** (To be completed by department chair; if recommendation is no, initial and return to preparer with rationale attached.)
 Will additional resources be required? yes no (If yes, explain _____)
 Have departments which may be affected by this course been consulted? yes no (Explain _____)
 Does the department support approval of this course? yes no

Print: Mark Johnston Signature: Mark Johnston Date: 9/3/99
 Faculty/Preparer

Print: Cliff Bellers Signature: Cliff Bellers Date: 9/3/99
 Department Chair

2. **Division Review** (To be completed by division dean; if recommendation is no, initial and return with rationale attached.)
 If additional resources are needed, have they been secured? yes no No new resources are needed.
 Is this a curricular priority for your division? yes no (Comment _____)
 What is your estimate of projected enrollment? _____

Recommendation Yes No

 Division Dean's Signature Date

3. **Curriculum Committee Review** (Attach additional comments if necessary.)
 Recommendation Yes No

 Curriculum Committee Chair's Signature Date

4. **Vice President for Instruction and Student Services Approval** (Attach additional comments if necessary.)
 Recommendation Yes No

 Vice President's Signature Date

Data File 10/1/99 ACS Code _____ Catalog File Date 10/1/99 Vice President's Office 155 CIF File Date 10/1/99
 Core Elements Approved _____ New Syllabus Date 9/3/99

SEP 20 1999

Received

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SECTION III. COURSE SYLLABUS

For help screens, select a field and press F1.

A. COURSE DETAILS

1. Course Discipline & No.: <u>ACC 174</u>		2. Course Title: <u>Accounting Co-Op Education I</u>	
3. Course Description: In this course the student gains skills from a new experience in an approved, business related position. Together with the instructor and employer, the student sets up work assignments and learning objectives to connect classroom learning with career-related work experience.			
4. Credit Hours: _____ If Variable credit, Give Range: <u>1</u> to <u>3</u> If repeatable for credit, how many times? <u>2</u>		5. Class Capacity: <u>0</u> (If nonstandard, attach Class Capacity Exception form.)	
7. Contact Hours per Semester in: Lecture: _____ Lab: _____ Clinical: _____ Experiential: <u>120-500</u> Total Contact Hrs: <u>120-500</u>		6. Course Options: <input type="checkbox"/> Distance learning (Attach preliminary distance approval form and Section Handout.) <input type="checkbox"/> Honors (Complete Part G.) <input type="checkbox"/> P/NP Grading (Attach rationale.)	
8. Prerequisite(s): <u>6 Accounting Credits/</u> <u>and department consent.</u>		9. Corequisite(s): (limit to 2) <u>None</u>	
10. a. Course Purpose: <input checked="" type="checkbox"/> Program Specialty <input type="checkbox"/> Program Support <input type="checkbox"/> Nonprogram Specialty <input type="checkbox"/> Transfer <input type="checkbox"/> Enrichment <input type="checkbox"/> Basic Skills		b. Is this course a requirement for a program? <input checked="" type="checkbox"/> Yes (specify the program(s) below) <u>Computerized Accounting Certificate</u> <input type="checkbox"/> No	
		c. Indicate schools to which you want Curriculum Services to send syllabus: (If transfer is approved, attach documentation.) <input type="checkbox"/> EMU <input type="checkbox"/> UofM <input type="checkbox"/> Other <u>None</u>	

B. MAJOR INSTRUCTIONAL UNITS A major instructional unit is a grouping of topics which naturally relate to one another. List in order the major instructional units. Add additional numbers as needed.

1. Co-op Work Experience
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

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C. CORE ELEMENT INFORMATION**1. Core Element Submission Information:** (Please check all that apply)

- This course has been previously approved for core elements. List approved core elements: None
- Please review this course for core elements marked in part 2 below.
- This course does not meet any core elements. Explain Co-op Work Experience (Go to SECTION D)

2. Proposed Core Element(s): (Mark the boxes of only the elements to be reviewed at this time. For detailed information on the criteria for determining whether a course meets a core element, refer to the Core Element Annotations in the Curriculum Manual.)

- | | |
|---|--|
| <input type="checkbox"/> 1. To read and listen in a critical and perceptive way; to speak in an organized, clear, and effective manner. | <input type="checkbox"/> 14. To be aware of the nature and variety of the human experience through the methods and applications of the humanities |
| <input type="checkbox"/> 2. To use information sources and information gathering techniques; to cite sources when producing written communications. | <input type="checkbox"/> 15. To understand the basic principles of scientific inquiry. |
| <input type="checkbox"/> 3. To develop, organize, and express thoughts in writing using standard English. | <input type="checkbox"/> 16. To have a knowledge of basic human biological principles, including those related to wellness. |
| <input type="checkbox"/> 4. To apply basic mathematics through the level of elementary algebra. | <input type="checkbox"/> 17. To understand the basic principles of the natural sciences, and their relationship to the environment. |
| <input type="checkbox"/> 5. To represent and solve problems using mathematical techniques. | <input type="checkbox"/> 18. To understand the basic principles and applications of technology. |
| <input type="checkbox"/> 6. To interpret elementary descriptive statistics. | <input type="checkbox"/> 19. To understand the principle of integrating technological elements into systems. |
| <input type="checkbox"/> 7. To comprehend and use concepts and ideas. | <input type="checkbox"/> 20. To understand the relationship of technology to individuals, society, and the environment. |
| <input type="checkbox"/> 8. To develop, express, test, and evaluate ideas. | <input type="checkbox"/> 21. To understand the methods and applications of the social sciences in exploring the dynamics of human behavior. |
| <input type="checkbox"/> 9. To analyze problems, develop solutions, and evaluate results in a clear, logical, and consistent manner. | <input type="checkbox"/> 22. To understand those principles and values, including individual rights and civic responsibilities, which maintain and enhance democracy and freedom in a pluralistic society. |
| <input type="checkbox"/> 10. To distinguish between fact and opinion; to recognize biases and fallacies in reasoning. | <input type="checkbox"/> 23. To have a working knowledge of the history, structure, and function of American social, political, and economic institutions. |
| <input type="checkbox"/> 11. To use computer systems to achieve professional, educational, and personal objectives. | <input type="checkbox"/> 24. To be aware of the contemporary global community, especially its geographical, cultural, economic, and historical dimensions. |
| <input type="checkbox"/> 12. To apply the protocols of computer use and respect the legal and other rights of individuals or organizations. | |
| <input type="checkbox"/> 13. To be aware of the artistic experience in personal and cultural enrichment, growth, and communication. | |

DIRECTIONS: Each core element marked above must be included in the appropriate core element boxes next to the course objectives in SECTION D which directly support that core element.

3. Courses That Partially Satisfy A Core Element In Combination With Other Courses:

- If this course is part of a combination of courses that together meet a core element, mark this box. The courses must all be submitted and reviewed together for core element approval.
- Other course(s) required _____

Dean's Comments:**Curriculum Committee's Comments:****Vice President's Comments:**

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D. INSTRUCTIONAL OBJECTIVES AND CORE ELEMENTS SUPPORTED

DIRECTIONS: (These Units should match those listed in Section B.) Use student outcome based language. (Example: The student will develop and support a thesis in an essay.) If the objective is being used to directly support a core element, write the core element number in the box to the right. If needed, additional information on how the core element is to be met and/or assessed for accomplishment can be included under the objective. If desired you may add a section of "overall course objectives" which are not associated with a specific unit. This may be particularly helpful for addressing core elements.

Unit Objectives**Core Elements****Unit #1 Co-op Work Experience**

1 The student with instructor and employer will complete a Cooperative Education Work Agreement which will include hours of work, location, rate of pay and specific assignment.

None

2 Using the Student Learning Objectives Form, the student with instructor and employer will complete a learning plan for the semester. This plan will include a minimum of three learning objectives and criteria for evaluation specific to the students work experience.

None

3 The student will maintain a journal of work experience on a weekly basis. The journal will be submitted with the final report.

None

4 Using the Student Report on a Cooperative Work Experience Form, the student will write a final report on the Co-op experience including the following items:

- A description of the assignment.
- A summary of skills and abilities used on the job.
- An assessment of how well the objectives established at the beginning of the assignment were achieved.
- Other reactions to and/or impressions of the experience.

None

Unit #2

1

2

3

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E. INSTRUCTIONAL METHODS AND EVALUATION

1. Instructional Methods: (Check the appropriate boxes and describe as needed.)

- | | |
|---|---|
| <input type="checkbox"/> Lecture/Discussion _____ | <input type="checkbox"/> Seminar _____ |
| <input type="checkbox"/> Clinical Instruction _____ | <input type="checkbox"/> Team Assignments _____ |
| <input type="checkbox"/> Self-Paced Learning _____ | <input type="checkbox"/> Telecourse _____ |
| <input type="checkbox"/> Internet Instruction _____ | <input type="checkbox"/> Video Seminar _____ |
| <input type="checkbox"/> Field Trips _____ | <input type="checkbox"/> Laboratory Assignments _____ |
| <input checked="" type="checkbox"/> On-Site Work Experience _____ | <input type="checkbox"/> Interactive TV _____ |
| <input type="checkbox"/> Computer Simulations _____ | <input type="checkbox"/> Other _____ |

2. Evaluation Criteria:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Attendance <u>four contacts per semester</u> _____ | <input type="checkbox"/> Quizzes _____ |
| <input type="checkbox"/> Class Discussion _____ | <input type="checkbox"/> Tests _____ |
| <input type="checkbox"/> Papers _____ | <input type="checkbox"/> Midterm _____ |
| <input type="checkbox"/> Portfolio _____ | <input type="checkbox"/> Final Exam _____ |
| <input checked="" type="checkbox"/> Projects _____ | <input type="checkbox"/> Home Work _____ |
| <input checked="" type="checkbox"/> Reports _____ | <input type="checkbox"/> Presentations _____ |
| <input checked="" type="checkbox"/> Clinical/Work _____ | <input type="checkbox"/> Other (Auditions, etc.) _____ |
| <input type="checkbox"/> Performances _____ | |

3. Attendance Requirements: (For Certification or nonevaluative purposes.)

F. EQUIPMENT, FACILITIES, TEXTS, MATERIALS, AND SUPPLIES

1. Special Equipment/Facilities : (Check the appropriate boxes and describe as needed.)

- | | |
|---|--|
| <input type="checkbox"/> Lab equipment _____ | <input type="checkbox"/> Testing Center _____ |
| <input type="checkbox"/> LRC Reserves _____ | <input type="checkbox"/> Student Competitions _____ |
| <input type="checkbox"/> Computers _____ | <input type="checkbox"/> Off-Campus Sites _____ |
| <input type="checkbox"/> CD ROM _____ | <input type="checkbox"/> Student Tutors _____ |
| <input type="checkbox"/> Field Trips _____ | <input type="checkbox"/> Distance Learning Classroom _____ |
| <input checked="" type="checkbox"/> Other _____ | |

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2. Primary Texts: (Please indicate if no text is required.)

Title: N/A

Author: _____ Copyright Yr: _____

Publisher: _____ Est. Cost: _____

Title: _____

Author: _____ Copyright Yr: _____

Publisher: _____ Est. Cost: _____

3. Supplemental Texts or Course Packs:

Title: _____

Author: _____ Copyright Yr: _____

Publisher: _____ Est. Cost: _____

Title: _____

Author: _____ Copyright Yr: _____

Publisher: _____ Est. Cost: _____

4. Supplies and/or Uniforms Student will have to Own or Acquire for Course:
 (e.g. calculators, uniforms, tools, and software, etc., excluding pen, pencil, paper, or textbooks.)

Descriptions	Cost Estimates
_____	_____
_____	_____
_____	_____

5. Reference Materials Students Will Use:
 (e.g. journals, books, manuals, maps, LRC reserves, etc.)

6. Audio/Visual and Computer Materials Students Will Use:
 (e.g. films, video tapes, slides, audio tapes, software, CDs, etc.)

Title	Source
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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G. HONORS SECTION ADDENDUM

1. Honors Section Submission Information:

Prepared by: _____
Print/Type Name

Signature _____ Date _____
Faculty/preparer

Recommendation of Honors Committee: Recommended for Approval: yes no (If no, include rationale)

Signature _____ Date _____
Chair, Honors Committee

2. Honors Section Requirements:

Honors sections are expected to meet certain criteria that distinguish them from non-honors sections of a course. These criteria are listed below. Please mark the boxes indicating the criteria met in this honors section and describe, in the space below the criteria, how they will be met. Be as specific and detailed as possible. The space will expand to accommodate your response. Not all of the criteria must be met for approval of an honors section. Approval will be based on the overall impact of the criteria described. For examples of completed honors proposals, refer to the Developing Honors Sections handbook.

Attach the Semester Course Handout provided to students for the honors section and a regular section of this course.

Criteria

- | | |
|--|---|
| <input type="checkbox"/> 1. Emphasis on primary source materials | <input type="checkbox"/> 5. Development of critical thinking skills |
| <input type="checkbox"/> 2. Emphasis on independent study and research | <input type="checkbox"/> 6. Additional course objectives |
| <input type="checkbox"/> 3. Greater rigor of course materials | <input type="checkbox"/> 7. Additional instructional methods |
| <input type="checkbox"/> 4. Interdisciplinary approach | <input type="checkbox"/> 8. Satisfaction of the service component |

For each item checked above, explain how the honors section will vary from the regular sections of this course.