# WASHTENAW COMMUNITY COLLEGE COURSE-SYLLABUS APPROVAL FORM (CSAF)

For help screens, select a field and press F1 SECTION I. COURSE SUBMISSION INFORM

1 Course (F. Course (F. Course) (F. Course	
1. Course: (Enter proposed discipline, number & title here. If changing the number or title of an existing course, give of	old number or title in box 4 below.)
Discipline/No: BOS 174 Title: BOS Co-op I	,
Division Code: BUS Department Code: BOS Effective Term: Spring 1999	☐ Do not publish in Time Schedule ☐ Do not publish in College Catalog
2. Type of Approval: (applies to both new courses and changes)  3. Reason for Submission: This Course is being submitted for Submission:	r: (check all that apply)
New Course Approval (Skip the rest of Section I and go	directly to Section IL)
Conditional Approval	,
☐ This proposal previously received ☐ Minor Change(s) (If <u>not</u> due for review, submit sections	I, II, and revised parts of Section III.)
conditional approval for the Reactivation of mactive Course	,
Term: Inactivation (Submit Sections I and II only.)	
4. Change Information: (Check all that apply. Make proposed changes in Section III, Course Syllabus.)	
Major Changes (Major abangas will be an	iewed by Curriculum Committee
Credit hours (credits were:	
Course Title (was	l:)
Capacity (was:) Grading	ved:)
Pre or Corequisites Course Objectives affecting core elem-	ents
Course Objectives	irs were:
☐ Distribution of Contact Hours (contact hours were: ☐ Honors (Attach Honors Section Appro	val Form.)
lect: lab clin exp Distance Learning - minor (Attach Preliminary Approval Learning & the Student Handout for the student Hando	liminary Approval Form for Distance
Famus for D' 4	he Distance Section.)
Other Other	
5. Rationale for changes:	
SECTION II. COURSE REVIEW INFORMATION AND SIGNATURES	
1. Department Review (To be completed by department chair, if recommendation is no, initial and return to provide the complete of the complete	oreparer with rationale attached.)
Will significant new resources be required? \[ \Bugarrow \text{vos} \Bugarrow \text{Viscources} \text{vos} \]	
Have departments that may be affected by this course been consulted?  yes no (Explain Does the department support approval of this course?  yes no	
boes the department support approval of this course? \( \sqrt{yes} \) yes	
Print: Fred Land Signature Signature Faculty/Preparer  Print: Fred Land Land Signature Foodby 10 Colors  Department Chair	Date: 179-99
Faculty/Preparer	
Print: 112 Section - a la Cor Signature Transcharation Con	( Data 1-19-99
2. Division Review (To be completed by division dean; if recommendation is no, initial and return with rational complete of the complete of th	ale attached.)
Will significant new resources be required? \(\sigma\) yes \(\sigma\) no \((\text{If yes have they been secured?}\) \(\sigma\) yes \(\sigma\)	no)
is this a curricular priority for your division? Lyyes \(\sigma\) no (Comment	)
What is your estimate of projected enrollment?	
Recommendation Yes No	्र अस्ति हो।
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.	)
Approval Yes No No	
Vice President's Signature	Date
Pata File // / / / / / / / ACS Code Catalog File Date // /	CIF File Date
ore Elements Approved New Syllabus Date	1/19/99
yew aynabus Date	<del></del>

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SECTION III. COURSE SYLLABUS

For help screens, select a field and press F1.

A. COURSE DETAILS (discipline # and title will automatically be entered in 1 and 2 below upon saving or previewing)			
1. Course Discipline & No.: BOS 174	2. Course Title: BOS Co-op 1		
3. Course Description: Co-op courses p related to their chosen field of study. I determines work assignments and learn experiences are coordinated by the Wo	provide students with worksite skills and exper Together with an instructor, an employer, and to ming objectives to connect classroom learning or prkplace Learning Cener in conjunction with Work particles attendance at a Co-op Orientation a	with career-related work experience. Co-op	
4. Credit Hours: 1-3  If Variable credit, Give Range: to  If repeatable for credit, how many times?	(If nonstandard, attach Class Capacity Exception form.) □ Dis □ Dis □ Ho	rse Options:  tance learning (Attach preliminary distance proval form and Section Handout.)  nors (Complete Part G.)  NP Grading (Attach rationale.)	
7. Contact Hours per Semester in:  Lecture: Lab: Clinical: Experiential: Total Contact Hrs:TBA	8. Prerequisite(s):  8 BOS credits completed  2.0 GPA in BOS courses  Consent of BOS advisor	9. Corequisite(s): (limit to 2)	
10. a. Course Purpose:  ☐ Program Specialty ☐ Program Support ☐ Nonprogram Specialty ☐ Transfer ☐ Enrichment ☐ Basic Skills	b. Is this course a requirement for a program?  Yes (specify the program(s) below)  No	c. Indicate schools to which you want Curriculum Services to send syllabus: (If transfer is approved, attach documentation.)  EMU UM Other	
B. MAJOR INSTRUCTIONAL UNITS. A major instructional unit is a grouping of topics that noticeally related to			

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

- Complete with the instructor, Workplace Learning Center, and the employer required forms. Ι.
- Complete the Co-op work experience. 2.
- 3. Maintain a weekly log of duties on the job.
- Complete a final report on the Co-op experience. 4.

## WASHTENAW COMMIT

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	COURSE-SYLLABUS API DRE ELEMENT INFORMATION		FORM (CSAF)	
1. C	Core Element Submission Information: (Please check all that a	apply)		
🔲 Th	his course has been previously approved for core elements. List of	currently a	approved core elements:	
Please review this course for core elements marked in part 2 below. (Mark only core elements being added or those needing review because of proposed major changes to the course.)				
2. P	ris course does not meet any core elements. Explain			
	<b>Proposed Core Element(s):</b> (Mark the boxes of only the element a for determining whether a course meets a core element, refer to	its to be rev the Core I	riewed at this time. For detailed information on the Element Annotations in the Curriculum Manual.)	
☐ 1.	To read and listen in a critical and perceptive way; to speak in an organized, clear, and effective manner.	□14.	To be aware of the nature and variety of the human experience through the methods and applications of the humanities	
☐ 2.	To use information sources and information gathering techniques; to cite sources when producing written	□ 15.	To understand the basic principles of scientific inquiry.	
☐ 3.	communications.  To develop, organize, and express thoughts in writing using	☐16.	To have a knowledge of basic human biological principles, including those related to wellness.	
☐ 4.	Standard English.	☐17.	To understand the basic principles of the natural sciences, and their relationship to the environment.	
	To apply basic mathematics through the level of elementary algebra.	18.	To understand the basic principles and applications of technology.	
	To represent and solve problems using mathematical techniques.	☐19.	To understand the principle of integrating technological elements into systems.	
☐ 6.	To interpret elementary descriptive statistics.	<u>20.</u>	To understand the relationship of technology to individuals,	
7.	To comprehend and use concepts and ideas.		society, and the environment.	
□ 8. □ 9.	To develop, express, test, and evaluate ideas.	<b>□</b> 21.	To understand the methods and applications of the social sciences in exploring the dynamics of human behavior.	
	To analyze problems, develop solutions, and evaluate results in a clear, logical, and consistent manner.	<b>□</b> 22.	To understand those principles and values, including individual rights and civic responsibilities, which maintain and	
<u> </u>	To distinguish between fact and opinion; to recognize biases and fallacies in reasoning.	_	enhance democracy and freedom in a pluralistic society.	
<u></u> 11.	To use computer systems to achieve professional, educational, and personal objectives.	<b>□</b> 23.	To have a working knowledge of the history, structure, and function of American social, political, and economic institutions.	
12.	To apply the protocols of computer use and respect the legal and other rights of individuals or organizations.	<b>□</b> 24.	To be aware of the contemporary global community, especially its geographical, cultural, economic, and historical	
□ 13.	To be aware of the artistic experience in personal and cultural enrichment, growth, and communication.		dimensions.	
DIREC objecti	CTIONS: Each core element marked above must be includives in SECTION D which directly support that core element	ded in the ent.	appropriate core element boxes next to the course	
	ourses That Partially Satisfy A Core Element In Combin		ith Other Courses:	
	this course is part of a combination of courses that together meet ad reviewed together for core element approval.			
Other course(s) required				
Dean's	s Comments:			
Curriculum Committee's Comments:				
Controlled Committee & 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.

<u>Unit</u>	<u>Core I</u>	Elements
Unit	#1 Complete with the instructor, Workplace Learning Center, and the employer required for	orms.
# I	Student, together with the Co-op advisor, will complete and submit the co-op education student eligibility form to the Workplace Learning Center representative.	
# 2	Student, together with the Workplace Learning Center representative, will complete and submit the student agreement form to the Workplace Learning Center director.	
# 3	Student, together with the employer, will complete and submit the work agreement form to the Workplace Learning Center director.	
#4	Student, together with the faculty advisor, will complete and submit the Co-op objectives form to the Workplace Learning Center director	
Unit	#2 Complete the Co-op work experience.	
# 1	Student will be at the work site during the hours and days of the week mutually agreed upon between the student and employer.	
# 2	Student will perform the duties on the job mutually agreed upon between the student and the employer.	
Unit #	3 Maintain a weekly log of duties on the job.	
# I	Student will compose and format a weekly log of the duties performed on the Co-op job.	
# 2	Student will submit the work log every two weeks to the Co-op advisor.	
Unit #	4 Complete a final report on the Co-op experience.	
	Student will compose and format a final report on the Co-op experience including the following: a description of the assignment, a summary of skills and abilities used on the job, the ways in which course work was integrated into job tasks, and an assessment of how well the objectives established at the beginning of the assignment were achieved.	
# 2	Student will submit the final report to the Co-op advisor one week before the end of the semester.	

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#### WASHTENAW COMMUNITY COLLEGE COURSE-SYLLABUS APPROVAL FORM (CSAF)

#### COURSE-SYLLABUS APPROVAL FORM (CSAF) E. INSTRUCTIONAL METHODS AND EVALUATION 1. Instructional Methods: (Check the appropriate boxes and describe as needed.) Lecture/Discussion Field Trips Clinical Instruction Team Assignments Self-Paced Learning \_\_\_\_\_ Telecourse \_\_\_\_\_ Internet Instruction \_\_\_\_\_ Video Seminar Computer Simulations Laboratory Assignments On-Site Work Experience \_\_\_\_ Interactive TV \_\_\_\_\_ Other 2. Evaluation Criteria: ☐ Attendance Quizzes \_\_\_\_ Class Discussion Tests \_\_\_\_ Midterm \_\_\_\_ Portfolio \_\_\_\_\_ Final Exam Projects Work log Home Work ⊠ Reports Final report Presentations \_\_\_\_\_ ⊠ Clinical/Work \_\_\_\_\_ Performances ☑ Other Timely completion of all forms **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.) Lab equipment Testing Center LRC Reserves Student Competitions Computers Off-Campus Sites Work site M \_\_\_\_\_ Student Tutors CD ROM

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

Other

Field Trips

Distance Learning Classroom \_\_\_\_\_

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4. Defe	- March College Name	
	ce Materials Students Will Use: uls, books, manuals, maps, LRC reserves, etc.)	
Varies dep	pending on the work assignment	
5. Audio/V (e.g. films,	isual and Computer Materials Students Will Use: video tapes, slides, audio tapes, software, CDs, etc.)	
	Title	Source

#### **COURSE SUMMARY**

COURSE TITLE: BOS Co-op I COURSE NUMBER: BOS 174

**CREDITS:** Varies: 1 to 3

**PREREQUISITE:** Completion of a minimum of 8 BOS credits with a minimum of a "C" average and recommendation of the BOS Co-op advisor.

#### **DESCRIPTION:**

Co-op courses provide students with work site skills and experiences in an approved, compensated position related to their chosen field of study. Together with an instructor, an employer, and the Workplace Learning Center, the student determines work assignments and learning objectives to connect classroom learning with career-related work experience. Co-op experiences are coordinated by the Workplace Learning Center in conjunction with WCC faculty and cooperating employers. Registration for cooperative education requires attendance at a Co-op orientation and a faculty signature.

#### **COURSE OBJECTIVES:**

During this course, the student will:

- 1. Complete with the instructor, the Workplace Learning Center, and the employer the following forms: student eligibility form, student agreement, work agreement, student learning objectives/assignments, student evaluation, and student self-assessment report on the Co-op experience.
- 2. Complete the Co-op work experience according to guidelines.
- 3. Maintain a weekly log of duties.
- 4. Meet with the instructor according to an individually determined schedule.
- 5. Complete a final report on the Co-op experience including the following: a description of the assignment, a summary of skills and abilities used on the job, the ways in which WCC course work was integrated into job tasks, and an assessment of how well the objectives established at the beginning of the assignment were achieved.

#### **REQUIRED TEXTS AND SUPPLIES:**

There are no required standard textbooks nor supplies. Reference materials may be required depending on the job assignment. Those reference materials should be available at the job site.

#### **CRITERIA FOR EVALUATION:**

- 1. Timely completion and submission of the required forms with the instructor, Workplace Learning Center, and the employer. (10%)
- 2. Evaluation form completed by the employer. (60%)
- 3. Timely completion and submission of the weekly work log. (10%)
- 4. Timely completion and submission of the final report. (20%)

#### **REQUIREMENTS:**

Since this course requires the student to work in an actual business, the guidelines established by that employer regarding working hours, dress, office procedures, and similar issues must be followed by the student.

In addition to working the prescribed hours, the student will confer with the supervising instructor on a regular basis to discuss academic as well as nonacademic matters occurring on the job.

## HOURS PER WEEK REQUIRED OUT OF CLASS:

Established hours of work will be followed in addition to regular meetings with the instructor and the Workplace Learning Center representative.

#### ADDITIONAL INFORMATION:

The student should contact the instructor any time during the semester when difficulty is being experienced at the job site.

#### **WEEKLY SCHEDULE:**

The weekly schedule of work times and meeting times with the instructor will be individually determined each semester.