

SECTION I. COURSE SUBMISSION INFORMATION

SECTION II. COURSE REVIEW INFORMATION AND SIGNATURES

4. **Vice President for Instruction and Student Services Approval** (Attach additional comments if necessary.)

Approval ☒ Yes ☐ No

Vice President's Signature _____ Date _____

1/18/1999

WASHTENAW COMMUNITY COLLEGE
COURSE-SYLLABUS APPROVAL FORM (CSAF)

BOS 174

SECTION III. COURSE SYLLABUS

A. COURSE DETAILS (discipline # and title will automatically be entered in 1 and 2 below upon saving or previewing) For help screens, select a field and press F1.

1. Course Discipline & No.: <u>BOS 174</u>		2. Course Title: <u>BOS Co-op I</u>	
3. Course Description: Co-op courses provide students with worksite 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 a cooperative education requires attendance at a Co-op Orientation and a faculty signature.			
4. Credit Hours: <u>1-3</u> If Variable credit, Give Range: _____ to _____ If repeatable for credit, how many times? _____		5. Class Capacity: <u>24</u> (If nonstandard, attach Class Capacity Exception form.)	
6. Course Options: ☐ Distance learning (Attach preliminary distance approval form and Section Handout.) ☐ Honors (Complete Part G.) ☐ P/NP Grading (Attach rationale.)		7. Contact Hours per Semester in: Lecture: _____ Lab: _____ Clinical: _____ Experiential: _____ Total Contact Hrs: <u>TBA</u>	
8. Prerequisite(s): <u>8 BOS credits completed</u> <u>2.0 GPA in BOS courses</u> <u>Consent of BOS advisor</u>		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 naturally relate to one another. List in order the major instructional units. Add additional numbers as needed.

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

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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 **currently** 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.)
- ☒ This course does not meet any core elements. Explain _____

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.)

- | | |
|---|--|
| ☐ 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 communications. | ☐ 15. To understand the basic principles of scientific inquiry. |
| ☐ 3. To develop, organize, and express thoughts in writing using Standard English. | ☐ 16. To have a knowledge of basic human biological principles, including those related to wellness. |
| ☐ 4. To apply basic mathematics through the level of elementary algebra. | ☐ 17. To understand the basic principles of the natural sciences, and their relationship to the environment. |
| ☐ 5. To represent and solve problems using mathematical techniques. | ☐ 18. To understand the basic principles and applications of technology. |
| ☐ 6. To interpret elementary descriptive statistics. | ☐ 19. To understand the principle of integrating technological elements into systems. |
| ☐ 7. To comprehend and use concepts and ideas. | ☐ 20. To understand the relationship of technology to individuals, society, and the environment. |
| ☐ 8. To develop, express, test, and evaluate ideas. | ☐ 21. To understand the methods and applications of the social sciences in exploring the dynamics of human behavior. |
| ☐ 9. To analyze problems, develop solutions, and evaluate results in a clear, logical, and consistent manner. | ☐ 22. To understand those principles and values, including individual rights and civic responsibilities, which maintain and enhance democracy and freedom in a pluralistic society. |
| ☐ 10. To distinguish between fact and opinion; to recognize biases and fallacies in reasoning. | ☐ 23. To have a working knowledge of the history, structure, and function of American social, political, and economic institutions. |
| ☐ 11. To use computer systems to achieve professional, educational, and personal objectives. | ☐ 24. To be aware of the contemporary global community, especially its geographical, cultural, economic, and historical dimensions. |
| ☐ 12. To apply the protocols of computer use and respect the legal and other rights of individuals or organizations. | |
| ☐ 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 Complete with the instructor, Workplace Learning Center, and the employer required forms.

- | | | |
|-----|---|----------------------|
| # 1 | Student, together with the Co-op advisor, will complete and submit the co-op education student eligibility form to the Workplace Learning Center representative. | <input type="text"/> |
| # 2 | Student, together with the Workplace Learning Center representative, will complete and submit the student agreement form to the Workplace Learning Center director. | <input type="text"/> |
| # 3 | Student, together with the employer, will complete and submit the work agreement form to the Workplace Learning Center director. | <input type="text"/> |
| #4 | Student, together with the faculty advisor, will complete and submit the Co-op objectives form to the Workplace Learning Center director.. | <input type="text"/> |

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. | <input type="text"/> |
| # 2 | Student will perform the duties on the job mutually agreed upon between the student and the employer. | <input type="text"/> |

Unit # 3 Maintain a weekly log of duties on the job.

- | | | |
|-----|--|----------------------|
| # 1 | Student will compose and format a weekly log of the duties performed on the Co-op job. | <input type="text"/> |
| # 2 | Student will submit the work log every two weeks to the Co-op advisor. | <input type="text"/> |

Unit # 4 Complete a final report on the Co-op experience.

- | | | |
|-----|---|----------------------|
| # 1 | 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. | <input type="text"/> |
| # 2 | Student will submit the final report to the Co-op advisor one week before the end of the semester. | <input type="text"/> |

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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 _____ |
| ☐ Papers _____ | ☐ Midterm _____ |
| ☐ Portfolio _____ | ☐ Final Exam _____ |
| ☒ Projects <u>Work log</u> _____ | ☐ Home Work _____ |
| ☒ Reports <u>Final report</u> _____ | ☐ Presentations _____ |
| ☒ Clinical/Work _____ | ☐ Performances _____ |
| ☒ Other <u>Timely completion of all forms</u> _____ | |

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 <u>Work site</u> _____ |
| ☐ CD ROM _____ | ☐ Student Tutors _____ |
| ☐ Field Trips _____ | ☐ Distance Learning Classroom _____ |
| ☐ Other _____ | |

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

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Title: None required
 Author: _____
 Publisher: _____ Copyright Yr: _____
 Est. Cost: _____

Title: _____
 Author: _____
 Publisher: _____ Copyright Yr: _____
 Est. Cost: _____

Title: _____
 Author: _____
 Publisher: _____ Copyright Yr: _____
 Est. Cost: _____

Title: _____
 Author: _____
 Publisher: _____ Copyright Yr: _____
 Est. Cost: _____

Title: _____
 Author: _____
 Publisher: _____ Copyright Yr: _____
 Est. Cost: _____

Other Texts: _____

3. 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
<u>Varies depending on the work assignment</u>	<u>Varies</u>
_____	_____
_____	_____

4. Reference Materials Students Will Use:

(e.g. journals, books, manuals, maps, LRC reserves, etc.)

<u>Varies depending on the work assignment</u>

5. Audio/Visual and Computer Materials Students Will Use:

(e.g. films, 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.