

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

SECTION III. COURSE SYLLABUS

For help screens press F1.

A. COURSE DETAILS (Start with #3. Course and title will automatically appear in 1 and 2 below upon saving or previewing)

1. Course Discipline & No.: PHO 174		2. Title: PHO Co-op Education I																																																																
3. Description: (Please be brief. Explain acronyms if used.) Students are placed in an approved industry-related work experience to gain skills and knowledge offered by an employer. Together with the instructor and the employer, students set up work assignments and learning objectives to connect classroom, lab, and/or studio learning with career-related work experiences. This is the first of two possible co-op experiences. 120 contact hours = 1 credit -- 240 contact hours = 2 credits -- 360 contact hours = 3 credits.																																																																		
4. Credit Hours: _____ If Variable credit, Give Range: 1 to 3 credits If repeatable for credit, how many times _____	5. Contact Hours per Semester: Lecture: 0.0 Lab: 0.0 Clinical: 0.0 Other: 120/credit 0.0 Total Contact Hrs: 120.0	6. Class Capacity: 30 (If nonstandard, attach Class Capacity Exception form.)	7. Course Options: ☐ Distance learning ☐ Honors (Complete Honors Addendum.) ☐ P/NP Grading																																																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">8. Prerequisites</th> <th style="text-align: center;">Concurrent*</th> <th style="text-align: center;">Level**</th> <th style="text-align: left;">Test Name</th> <th style="text-align: center;">Minimum Score</th> <th style="text-align: center;">Level</th> <th style="text-align: left;">9. Corequisite course(s): (limit of 2)</th> </tr> <tr> <th style="text-align: left;">Course</th> <th style="text-align: center;">Min. Grade</th> <th style="text-align: center;">Enrollment</th> <th style="text-align: center;">I</th> <th style="text-align: center;">II</th> <th style="text-align: center;">and or</th> <th></th> </tr> </thead> <tbody> <tr> <td>PHO 111</td> <td>D-</td> <td>☐ yes</td> <td>☐</td> <td>☒</td> <td>☐</td> <td></td> </tr> <tr> <td>_____</td> <td>D-</td> <td>☐ yes</td> <td>☐</td> <td>☐</td> <td>☐</td> <td></td> </tr> <tr> <td>_____</td> <td>D-</td> <td>☐ yes</td> <td>☐</td> <td>☐</td> <td>☐</td> <td></td> </tr> <tr> <td>_____</td> <td>D-</td> <td>☐ yes</td> <td>☐</td> <td>☐</td> <td>☐</td> <td></td> </tr> <tr> <td>_____</td> <td>D-</td> <td>☐ yes</td> <td>☐</td> <td>☐</td> <td>☐</td> <td></td> </tr> <tr> <td>_____</td> <td>D-</td> <td>☐ yes</td> <td>☐</td> <td>☐</td> <td>☐</td> <td></td> </tr> <tr> <td>_____</td> <td>D-</td> <td>☐ yes</td> <td>☐</td> <td>☐</td> <td>☐</td> <td></td> </tr> </tbody> </table>				8. Prerequisites	Concurrent*	Level**	Test Name	Minimum Score	Level	9. Corequisite course(s): (limit of 2)	Course	Min. Grade	Enrollment	I	II	and or		PHO 111	D-	☐ yes	☐	☒	☐		_____	D-	☐ yes	☐	☐	☐		_____	D-	☐ yes	☐	☐	☐		_____	D-	☐ yes	☐	☐	☐		_____	D-	☐ yes	☐	☐	☐		_____	D-	☐ yes	☐	☐	☐		_____	D-	☐ yes	☐	☐	☐	
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B. MAJOR INSTRUCTIONAL UNITS A major instructional unit is a grouping of topics that naturally relate to one another. List the major instructional units for this course. Add additional numbers as needed. (You can cut and paste from other documents.)

1. Work agreement
2. Plan of work
3. Final report

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D. INSTRUCTIONAL OBJECTIVES

DIRECTIONS: Units should match those listed in Section B above. Use student outcome-based language. (Example: The student will be able to describe orally and in writing, the conventions of Shakespeare's histories.) If desired you may add a section of "overall course objectives" which are not associated with a specific unit.

Unit Objectives**Unit #1 Work Agreement**

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

Unit #2 Plan of Work

- #1 Using the Student Learning Objectives Form, the student with the 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 student's work experience.

Unit #3 Final Report

- #1 Using the Student Report on Cooperative Work Experience Form, the student will write a final report on the COOP experience containing the following items:
- A description of the assignment
 - A summary of skills and abilities used on the job
 - Ways in which coursework was integrated into job tasks
 - An assesement of how well the objectives established at the beginning of the assignment were achieved.
 - Other reactions to and/or impressions of the experience.

**WASHTENAW COMMUNITY COLLEGE
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 _____ |
| ☐ Laboratory Assignments _____ | ☐ Demonstrations _____ |
| ☐ Internet Assignments _____ | ☐ Telecourse _____ |
| ☐ Computer Simulations _____ | ☐ Interactive TV _____ |
| ☒ On-Site Work Experience _____ | ☐ Self-Paced Learning _____ |
| ☐ Other _____ | |

2. Evaluation Criteria:

- | | |
|--|--|
| ☒ Attendance _____ | ☐ Quizzes _____ |
| ☐ Class Discussion _____ | ☐ Tests _____ |
| ☐ Papers _____ | ☐ Midterm _____ |
| ☐ Portfolio _____ | ☐ Final Exam _____ |
| ☒ Projects _____ | ☐ Home Work _____ |
| ☒ Reports _____ | ☐ Presentations _____ |
| ☐ Clinical/Work _____ | ☒ Individual Performance _____ |
| ☐ Other _____ | ☐ Group Performance _____ |

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 _____ |
| ☐ CD ROM's _____ | ☐ Student Tutors _____ |
| ☐ VCR _____ | ☐ Distance Learning Classroom _____ |
| ☐ TV Monitor _____ | ☒ Other <u>Faculty site visits</u> |

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COURSE-SYLLABUS APPROVAL FORM (CSAF)**

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

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

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

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

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

Additional Texts: _____

3. Supplies and/or Uniforms Student will have to Own or Acquire for Course:

(e.g. calculators, uniforms, tools, and software, etc., excluding textbooks.)

Descriptions**Cost Estimates**

4. Reference Materials Students Will Use:

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

Title**Source/Location**

5. Computer Software That Will Be Used:**Title/Name****Source/Location**

6. Audio/Visual Materials That Will Be Used: (e.g. films, video tapes, slides, audio tapes, CDs, etc.)**Title/Name****Source/Location**

Subject: PHO course prerequisites

Date: Mon, 29 Oct 2001 13:49:34 -0500

✓ **From:** Terry Abrams <tabrams@wccnet.org>

Organization: Washtenaw Community College

To: pcygnar@wccnet.org

Course Change

Hi Pat:

Please change all courses with PHO prefixes to Level II prerequisites, so that Banner does not prevent anyone from registering for PHO courses. The faculty will help students directly on the first day of class.

Thanks,

Terry Abrams

PHO 116 ✓
PHO 117 ✓
" 122 ✓
" 124 ✓
" 129 ✓
" 174 ✓
" 210 ✓
" 211 ✓
" 212 ✓
" 216 ✓
" 219 ✓
" 220 ✓
" 225 ✓
" 227 ✓
" 228 ✓
" 231 ✓
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*Blanket Approval
10/29/01*

cc: Rosemary Wilson