

**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 274 **2. Title:** PHO Co-op Education 2

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 second of two co-op courses.
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

8. Prerequisites

Course	Min. Grade	Concurrent* Enrollment	Level** I II and or	Test Name	Minimum Score	Level I II
PHO 174	D-	☐ yes	☐ ☒ ☐			☐ ☐
	D-	☐ yes	☐ ☐ ☐			☐ ☐
	D-	☐ yes	☐ ☐ ☐			☐ ☐
	D-	☐ yes	☐ ☐ ☐			☐ ☐
	D-	☐ yes	☐ ☐ ☐			☐ ☐
	D-	☐ yes	☐ ☐ ☐			☐ ☐
	D-	☐ yes	☐ ☐ ☐			☐ ☐

9. Corequisite course(s):
(limit of 2)

* Can take prerequisite before or concurrently with this course.

Level I is enforced in Banner; Level II is enforced 1st day of class10. Course Purpose:**

- ☐ Program Requirement
☐ General Education
☐ Program Support
☐ Basic Skills/Developmental
☐ Transfer
☒ Industry/Professional Dev
☐ Enrichment

If a program requirement, specify the
program(s)

Please send syllabus for
Transfer evaluation to:

- ☐ EMU
☐ UM
☐ _____
☐ _____

Accepted for transfer:
(attach documentation)

- ☐ EMU
☐ UM
☐ _____
☐ _____

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. Complete all required forms
2. Co-op work experience
3. Weekly journal of duties
4. Meet with faculty advisor
5. Complete a 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 Completion of forms

- # 1 The student will complete with the instructor, placement office, and employer the following forms:
- Student eligibility form
 - Student agreement
 - Work agreement
 - Student learning objectives/assignments
 - Student Evaluation
 - Student self-assessment report on CO-OP experience

Unit #2 Co-op work experience

- #1 The student will complete the CO-OP work experience according to stated guidelines.

Unit #3 Weekly journal of duties

- #1 The student will maintain a weekly account of duties and assignments in progress and completed.

Unit #4 Meet with faculty advisor

- #1 The student will meet with the faculty advisor at times arranged at the beginning of the work assignment.

Unit #5 Complete a final report

- #1 The student will complete a final report on the CO-OP experience including the following:
- Description of the assignment
 - Summary of skills and abilities used on the job
 - Ways in which course work was integrated into job tasks
 - Assessment of how well the objectives established at the beginning of the assignment were achieved.

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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 _____ |
| ☐ 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>On-site faculty visits</u> |

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

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: _____

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

