



**COWLEY COLLEGE  
& Area Vocational Technical School**

**COURSE PROCEDURE FOR**

**COOPERATIVE EDUCATION II  
CED3951 2 Credit Hours**

**Student Level:**

This course is open to students on the college level at the freshman or sophomore year after successfully completing 12 credit hours at Cowley College.

**Catalog Description:**

**CED3951 - COOPERATIVE EDUCATION II (2 hrs)**

This course is designed to help the student increase his/her knowledge concerning the application of career-related theory in a supervised work environment in either the public or private sector. This unique form of education incorporates theory and hands-on practice in a carefully planned and closely monitored professional setting. Upon completion of the course, the student will exhibit the professional behaviors inherent to his/her chosen profession/vocation. The student will also demonstrate appropriate “soft skills” for an entry-level employee in his/her chosen profession/vocation.

**Prerequisite:**

CED3950 Cooperative Education I

**Controlling Purpose:**

This course is designed to help the student increase his/her knowledge concerning the application of career-related theory in a supervised work environment in either the public or private sector. This unique form of education incorporates theory and hands-on practice in a carefully planned and closely monitored professional setting.

**Learner Outcomes:**

Upon completion of the course, the student will exhibit the professional behaviors inherent to his/her chosen profession/vocation. The student will also demonstrate appropriate “soft skills” for an entry-level employee in his/her chosen profession/vocation. The student must acquire a minimum of 160 hours of work experience to successfully complete this course.

**Units Outcomes and Criterion Based Evaluation Key for Core Content:**

The following defines the minimum core content not including the final examination period. Instructors may add other content as time allows.

Evaluation Key:

- A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.
- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.
- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background.
- D = A few of the major goals have been achieved, but the student's achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

Outcomes: The student will exhibit the professional behaviors and demonstrate appropriate "soft skills" for an entry-level employee in their chosen profession/vocation.						
A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Develop effective written and verbal career-related communication skills.
						Demonstrate integrity and consistent honesty in the workplace setting.
						Exhibit appropriate self-confidence by demonstrating an awareness of personal strengths and weaknesses, exercising sound personal judgment, and showing trust in personal decisions.
						Show proper respect for co-workers, supervisors, customers, and all others in the workplace.
						Demonstrate self-motivation by taking the initiative to complete assignments, following through on tasks, showing enthusiasm, consistently striving for excellence, taking advantage of learning opportunities, and accepting constructive feedback in a positive manner.
						Show effective time management by being consistently punctual and by completing assignments on time.
						Demonstrate teamwork and diplomacy by helping and supporting team members, showing respect for all team members, communicating with others to solve problems, and remaining flexible and open to change.
						Comply with employee regulations of the business while at the approved training stations, including dress code and personal hygiene.
						Demonstrate an understanding of appropriate knowledge for the chosen profession.

					Exhibit appropriate technical skill proficiency for the chosen profession.
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**Projects Required:**

1. Personal development plan.
2. Weekly wage and hour reports.
3. Weekly student evaluation completed by the employer.
4. Weekly employer evaluation completed by the student.
5. Current cover letter and resume.
6. Summative student evaluation completed by the employer.
7. Summative employer evaluation completed by the student.
8. Summative reflection paper.
9. Summative portfolio assignment.

**Textbook:**

No textbook is required.

**Materials/Equipment Required:**

None

**Attendance Policy:**

Students should adhere to the attendance policy outlined by the instructor in the course syllabus.

**Grading Policy:**

The grading policy will be outlined by the instructor in the course syllabus.

**Maximum class size:**

None

**Course Timeframe:**

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

**Refer to the following policies:**

[402.00 Academic Code of Conduct](#)

[263.00 Student Appeal of Course Grades](#)

## 403.00 Student Code of Conduct

### **Disability Services Program:**

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability which may impact work in this class which requires accommodations, contact the Disability Services Coordinator.