Section Info

Section 01 - CRN 27559

Versions

- Version 0.1 - 1/21/2020 - adjusted due date of Statement of Job-oriented Learning Objectives form
- Version 0.0 - 12/6/2020 - draft

Book Info

As a co-op, there is no book for the course.

If the position obtained requires reference material it is preferred that the employer provide the material. If the employer provides material that should be considered as property of the employer and subject to the company's policies.

Instructor (a.k.a. Faculty Coordinator)

Name: Stephen T. Brower
Office: West Building W324
Work # (908) 526-1200 x8259
preferred email: stephen.brower@raritanval.edu

Website

Website has information on any changes to office hours

Website has a link to the class page for this course where you can get the Syllabus and Class Schedule

Website does not require you to logon

See: http://rvccmccs01.raritanval.edu/~sbrower/

Spring 2020 Office Hours (1/21 - 5/5)
- Monday 2:00 - 3:00
- Tuesday 5:00 - 6:00
- Wednesday 3:00 - 5:30 (except 3rd Wednesday)
- Thursday 5:00 - 6:30
- AND by appointment

Course Overview

From the RVCC Catalog

Prerequisite: 12 or more credits in Computer Science / Computer Programming / Networking / Multimedia Communications / Game Development / Computer Support/Web Development / Information Systems & Technology and Coop Coordinator's Approval. Students learn best by doing. Co-operative Work Experience Education offers students an on-the-job training program directly related to their academic major and career interests. Its purposes are to help students choose a career, find the right job and achieve success on the job. It provides a supervised off-campus work assignment through which students earn degree credit and in most situations, a salary as well.

Cooperative Education is an educational plan which integrates classroom study with practical work experience. It is intended to contribute meaningfully to the overall preparation of the student by providing an opportunity for the practical application of skills and concepts learned in the classroom. It is much more than a job; it is a course which offers the student an individualized educational experience through the study of a structured employment situation.

Course Routine

As a coop there is no class meeting time. The student is to report to the employer's location following the agreed to schedule.

There will be a series of submissions of paperwork throughout the semester and *most* can be done via email.

Course Requirements

A. Co-Op Internship Work Agreement - if the position was obtained through a posting on the RVCC Internship Database, this form needs to be completed before the beginning of the semester

B. Job Description - this is provided by submitting the '**Co-op Learning Plan**' form by around the **2nd week** of the semester to the Faculty Coordinator.

C. Measurable Learning Objectives - this is provided by submitting the **'Statement of Job-oriented Learning Objectives'** form by around the **2nd week** of the semester to the Faculty Coordinator.

D. Progress Reports - The purpose of the progress reports is to give RVCC feedback about your particular cooperative work experience
    a. #1 due Week 3
    b. #2 due Week 6

    c. #3 due Week 8
    d. #4 (Final) due end of the semester

E. Time Sheets -
    a. **Time Sheets** should be submitted to the Faculty Coordinator at the beginning of each month reporting time from the prior month. The Time Sheet should be signed by the supervisor. [this can be a report generated from a payroll system and then signed by the supervisor]
        i. January, February, and March time sheets are due at the beginning of the following month
        ii. April time sheets are due at the end of the semester.
        iii. May (Maybe) - if the total time worked for January through April is < 135 hours, then a timesheet is needed for May

F. **Final Reflection** - A brief reflection, written in the first person, should be submitted to the Faculty Coordinator **by the end of FInal Exam Week**. The reflection should address: an overview of the position, three tasks performed that can be related or not related to coursework, and a final summary of the position

G. Employer Evaluation of Student Intern - The student's supervisor needs to fill out an evaluation of the student, sign it, and transmit it director to the Faculty Coordinator **by the end of FInal Exam Week**.

Schedule

Week	Approximate Date(s)	Item(s) to be submitted
0	Before 1/22	Co-Op Internship Work Agreement
2	1/29	Co-op Learning Plan Statement of Job-oriented Learning Objectives
3	2/5	Progress Report #1 Time Sheet for January
6	2/26	Progress Report #2
7	3/4	Time Sheet for February
		Note: 3/9-3/14 Spring Break

8	3/18	Progress Report #3
10	4/1	Time Sheet for March
		Note: Reading Day 5/5 **Final Exam period 5/6 - 5/12**
Final	5/6	Progress Report #4 - Final Progress Report Employer Evaluation of Student Intern Final Reflection Time Sheet for April *[Time Sheet for May if needed]*