Section Info - Whole Summer Session

Section 02 - CRN 33370

Versions

- Version 0.0 - 5/18/2023 - 1st release

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 Separate from Canvas

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/

Summer 2023 Office Hours (5/22 - 8/18)
- 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 that can be done via Canvas.

If a supervisor is not comfortable with a scan of a form that they signed being loaded into Canvas, the supervisor can email directly to the Faculty Coordinator or Fax the documents

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 at 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
   a. **Midterm progress report** - after the halfway point of the position (**about 6/30**), a midterm progress report filled out by the student and submitted to the Faculty Coordinator
   b. **Final progress report** - **by 8/18**, a final progress report filled out by the student and submitted to the Faculty Coordinator

E. Time Cards -
   a. **time card(s)** should be submitted to the Faculty Coordinator by **6/2** that documents the **time spent on site in May**. The time card(s) should be signed by the supervisor.

   b. **time card(s)** should be submitted to the Faculty Coordinator by **6/30** that document the **time spent on site in June**. The time card(s) should be signed by the supervisor.

   c. **time card(s)** should be submitted to the Faculty Coordinator by **7/31** that document the **time spent on site in July**. The time card(s) should be signed by the supervisor.

   d. *If prior time cards total < 132 hours,* **time card(s)** should be submitted to the Faculty Coordinator by **8/18** that document the **time spent on site in July**. The time card(s) should be signed by the supervisor.

F. **Final Reflection** - A brief reflection, written in the first person, should be submitted to the Faculty Coordinator by **8/18**. 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 directly to the Faculty Coordinator by **8/18.**

Schedule

Week	Approximate Date(s)	Item(s) to be submitted
1	5/22	Co-Op Internship Work Agreement
2	6/2	Time Card(s) for May Co-op Learning Plan Statement of Job-oriented Learning Objectives

6	6/30	Midterm Progress Report Time Card(s) for June
10	7/31	Time Card(s) for July
12	8/18	Time Card(s) for August (if needed) Final Progress Report Final Reflection Employer Evaluation of Student Intern