

**BERGEN COMMUNITY COLLEGE**  
**DIVISION OF BUSINESS, ARTS and SOCIAL SCIENCES**  
**HOSPITALITY MANAGEMENT DEPARTMENT**  
**HOSPITALITY CO-OP WORK EXPERIENCE**  
**HRM 292**

**BASIC INFORMATION ABOUT COURSE AND INSTRUCTOR**

Semester and Year Summer/ FALL 2016

Meeting Times and Location

Instructor:

Office:

Office Hours:

Telephone:

Email Address:

**COURSE DESCRIPTION:**

Cooperative Education provides students with hands-on experience in a work environment. The workplace is the primary learning laboratory where students apply classroom theory under professional guidance. Faculty members do on-site evaluations.

The seminar is designed so that reflection, new learning and critical thinking will supplement the work experience and students will develop new skills and knowledge.

It includes handouts, lectures and discussions providing opportunities to raise questions and share ideas which enhance the learning experience.

**Cooperative Education Courses and Prerequisites – See attached list**

**STUDENT LEARNING OBJECTIVES**

When you complete this course you will have accomplished the following:

- To integrate classroom theory with workplace experience
- To be evaluated with a formal competency based evaluation instrument that measures worksite performance
- To develop a professional resume that will be used in a job search
- To identify a position that he/she would like to attain after graduation
- To demonstrate a thorough understanding of career choice by interviewing a professional in the student's career field and presenting findings to the class

**MEANS OF ASSESSMENT**

A formal evaluation of your work performance by your supervisor and a record of your work hours are required. The additional means of assessment types utilized in this course are writing assignments, (including a job description, resume, cover letter, journals, and individual learning objectives), class discussions, student participation in seminar workshops..

**COURSE CONTENT**

Cooperative education is an academic course that integrates classroom learning with practical work experience directly related to a student's program and career goals.

Students will spend a semester working in a position directly related to their field of study. The weekly seminar is designed to cover topics that will support students in their career development and promote student success in the workplace.

## **SPECIAL FEATURES**

All students must have an approved internship/job for the semester and must complete the required number of hours for their individual course.

## **STUDY MATERIALS**

Required departmental forms and instructor handouts

## **COURSE REQUIREMENTS**

**Work Experience** All students must have an approved internship/job for the semester and must complete the required number of hours for their individual course.

**Learning Objectives** All students will formulate and pursue three (3) measurable learning objectives which are approved by the instructor and the student's employer and which serve as a learning contract for the course. A report of how each objective was met is a Journal assignment and is due near the end of the semester.

**Resume** - A completely researched chronological resume which includes the student's current co-op position.

**Forms** The following forms must be submitted to obtain credit for the course: Information Cards, Learning Objectives, Time Sheet and Employer Evaluation.

## **GRADING POLICY**

Portfolio project including all paperwork required to be submitted 40 %

Employer evaluation of your work experience 40 %

In-class participation in weekly workshops 20 %

Paperwork, assignments and/ or evaluations handed in late will result in a grade decrease as well as a possible incomplete grade for the semester.

PORTFOLIO PROJECT DUE ON \_\_\_\_\_

## **ATTENDANCE POLICY**

### **BCC Attendance Policy**

All students are expected to attend punctually every scheduled meeting of each course in which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course. These will be established in writing on the individual course outline. Attendance will be kept by the instructor for administrative and counseling purposes.

**OTHER COLLEGE, DIVISIONAL, & DEPARTMENTAL POLICY STATEMENTS**

(Optional but recommended)

Examples: Code of Student Conduct, Statement on plagiarism and/or academic dishonesty, ADA statement, Sexual Harassment statement, Statement on acceptable use of BCC technology, etc.

**STUDENT AND FACULTY SUPPORT SERVICES** (optional but recommended)

Examples: Office of Specialized Services (OSS), Cerullo Learning Assistance Center

**INCLUDE A COURSE OUTLINE AND CALENDAR**

<b>Week</b>	<b>Dates</b>	<b>Topic/Activity</b>	<b>Events/Assignments Due</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

**Note to Students:** This Course Outline and Calendar is tentative and subject to change, depending on the progress of the class.