

KNPR 110: Cooperative Work Experience--General
OFFICE: O-104
INSTRUCTOR: Tom Nilles
COURSE #: 02063
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Course Description:

This course provides opportunity for students to earn college credit for supervised paid or unpaid experience at the student's current worksite, including new or expanded responsibilities. One credit may be earned for 75 hours of paid work or 60 hours of unpaid work. Students may earn up to 4 units of credit during one term. Your job does not need to relate to your major.

This course may be taken 4 times for a maximum of 16 units of cooperative work experience credit. This course is a Pass/No Pass course only.

Student Learning Objectives:

Communication Skills: Collaboration with supervisor to generate 3 performance objectives which represent new or expanded job responsibilities.

Time Management Skills: Develop 3 performance objectives specific, measurable, and achievable during the 16-week session.

Critical Thinking Skills: Analyze the short-term goals and establish which will benefit the learning process.

Reasoning Skills: Identify new tasks within scope of the job and maintain contact hours for each unit of work experience during the 16-week session.

Students will learn new or expanded career skills through practical experience in the work environment.

Assignments, Attendance, and Grading:

This is a Pass / No Pass course. No letter grade is given. To earn a Pass grade and credit for the course you must:

Coordinate with your supervisor and instructor to write three performance objectives

Meet the standards of your performance objectives

Work the required hours (verified by a time sheet you fill out and your supervisor initials)

Complete and submit all required paperwork according to due dates listed

You will earn a grade of NO PASS if you:

Do not return completed paperwork to your instructor according to the due dates listed

Or do not complete your performance objectives

Or fail to comply with the Regulations you signed at the beginning of the session

Or fail to submit your time sheet

Or fail to work the number of hours required for the number of units in which you are enrolled

The Work Experience instructor has final authority on all matters regarding Cooperative Work Experience.

Attendance (Time Sheet)

Your attendance is verified by the time sheet that you fill out and your supervisor signs weekly. The time sheet is used to calculate the hours that qualify you for units earned. Units are earned as follows:

- Paid Position - 16 Week Term
 - 1 Unit = 75 hours minimum of work on objectives = 5 hours averaged per week
 - 2 Units = 150-224 hours of work on objectives = 10 hours averaged per week

- 3 Units = 225-299 hours of work on objectives = 15 hours averaged per week
- 4 Units = 300 hours of work on objectives = 19 hours averaged per week
- Unpaid Position - 16 Week Term
 - 1 Unit = 60 hours minimum of work on objectives = 4 hours averaged per week
 - 2 Units = 120-179 hours of work on objectives = 8 hours averaged per week
 - 3 Units = 180-239 hours of work on objectives = 12 hours averaged per week
 - 4 Units = 240 hours of work on objectives = 15 hours averaged per week
- You may claim a maximum:
 - 20 hours per week for college credit for your job
 - 40 hours per week for college credit for your PAID internship
 - Maximum 2 (paid) and 3 (unpaid) units in 8-week term; 4 units in a full term 16-week term.
 - Paid positions, may work/intern more than 20 hours per week. Normal labor laws apply.
 - Paid employees & unpaid intern positions may claim NO more than 20 hours per week.

Contact Your Instructor If:

- Your supervisor changes.
- Your contact information changes.
- You are no longer working.
- You or your supervisor has any questions.

GUIDELINES FOR WRITING OBJECTIVES:

- An objective is simply a statement of what you want to do and should be stated in terms of results. What do you expect to accomplish?
- Each objective must include new or expanded responsibilities.
- Each objective should include your plan for accomplishment. How will you do it?
- Your on-the-job supervisor must agree with your objectives. Talk it over to be sure everyone involved understands.
- The result will be something you can add to your resume.
- Identify a single key result for each of the objectives.
- State the time of the estimated completion.
- Be sure the objective is one you can achieve. Communication between you and your supervisor will make it easier to identify things that need to be done.
- To test the validity of objectives, ask yourself the following questions:
- Can the objective be achieved within the time available?
- Is the objective possible?
- Is the objective measurable?

Course Requirements/Assignments

Instructor Responsibilities:

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|--|------------------------|
| Assists students in establishing three learning objectives | Week 1-3 |
| Addresses student and employer questions and/or concerns | Week 1-16 |
| Contacts student's immediate supervisor via telephone or a workplace visit | Week 1-2 Week 14-16 |
| Conducts final reviews and workplace visits | Week 14-16 |
| Issues grades | After Week 16 |

Students Responsibilities:

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|---|--------------------------------|
| Attend mandatory orientation. Week 1 | Week 1 |
| Read and sign the Regulations form. | Week 1 – At Orientation |
| Meet with immediate supervisor to fill out and sign the Application/Agreement form. | Week 1-2 |
| Coordinate with immediate supervisor to establish three Performance Objectives for the semester. Fill out the Objectives Rough Draft form. | Week 1-2 |
| Meet with your instructor to turn in the Application/Agreement form and to review the rough draft of your objectives. DO NOT DROP OFF YOUR PAPERWORK. YOU MUST MEET WITH YOUR INSTRUCTOR. | Week 2-3 |
| After instructor approval of the Objectives Rough Draft, complete (type) the final draft Objectives Form and submit on Canvas. No signatures are required at this time. | Week 3 Submit on Canvas |
| Fill out (type) the top portion of the Site Visitation form and submit on Canvas. | Week 3 Submit on Canvas |
| Maintain your Time Sheet and obtain a supervisor's signature every week. | On-going Weeks 1-16 |
| Complete your established Performance Objectives. | On-going Weeks 1-16 |
| Complete the required Reflection Paper Assignment and submit on Canvas. Specific instructions and due dates will be posted on Canvas. | Week 14-16 Submit on Canvas |
| Coordinate with supervisor and instructor for a site visit or telephone meeting. | Week 14 - 15 |
| Meet with your supervisor and instructor to determine that established objectives have been met. This is equivalent to a final exam. You must be present. The signed time sheet and the rated and signed Performance Objectives form will be collected by your instructor at this time. Signatures are required at this time. | Week 14 - 15 |
| Finalize your time sheet, sign the time sheet, and turn in the time sheet to your instructor. | Week 14-16 |

Summary of Required Forms:

- Regulations (submitted at Orientation Meeting)
- Application/Agreement (signed by student and supervisor)
- Objectives Rough Draft (green sheet or typed copy)
- Site Visitation Form - Fill out top portion (digital copy submitted on Canvas)
- Objectives Final Draft without signatures (digital copy submitted on Canvas)
- Time Sheet (submitted at the end of the semester at the site visit, in person, or electronically as directed by your instructor)
- Objectives Final Draft with signatures (submitted at the end of the semester at the site visit, in person, or electronically as directed by your instructor)

FINAL ASSIGNMENT

- Reflection Paper

Course Site

Our course can be accessed on the [RSCCD Canvas](#) webpage. You can access our Canvas course from this site from home, the library or the student labs at SAC. There is also a Canvas mobile app for both Android and iOS if you choose to download it (standard data usage fees will apply). When you have officially enrolled in the class and the course has been made available to students, you will have access on the Canvas site. It is your responsibility as a student to monitor the Canvas course and complete all assignments in a timely manner. Students are expected to log into the course at least every two days.

Communication:

Personal Correspondence:

The primary course of communication for personal questions or concerns will be through the inbox found in the course page. Be sure to include your full name as it appears on the class roster, the name and section number for the class that you are writing about and the subject of your inquiry in the subject line (e.g. John Doe, KNPR-110-12345, Quiz #5 question #3).

In general, I will respond to emails within 24 hours between Monday 8 am and Friday 4 pm if they have all the required information in the subject line. Emails received over the weekend will be answered on Monday. Emails that do not have the correct information in the subject line could be delayed.

Course Questions:

For general questions about assignments, course content or other similar, non-personal matters please check "General Course Questions" found in our Canvas course page in the discussion board. If the answer to your question cannot be found on the discussion board, please post your question there. I will check the board at least once a day to post answers to questions during the school week.

Deadlines:

All assignments and online quizzes must be submitted by **Sunday at 11:59 p.m.** and discussion board's initial posts must be submitted by **Wednesday at 11:59 p.m.** in order to receive full credit unless otherwise noted. I will **NOT** accept late work unless discussed and agreed upon prior to the due date of the assignment(s).

Plagiarism and Academic Honesty Policy

Students at Santa Ana College are expected to be honest and forthright in their academic endeavors. To falsify the results of one's research, to steal the words or ideas of another, or to cheat on an examination, corrupts the essential process by which knowledge is advanced. Academic dishonesty is seen as an intentional act of fraud, in which a student seeks to claim credit for the work or efforts of another without authorization, or uses unauthorized materials or fabricated information in any academic exercise. As institutions, we also consider academic dishonesty to include forgery of academic documents, intentionally impeding or damaging the academic work of others, assisting other students in acts of dishonesty or coercing students into acts of dishonesty. Any student caught participating in any of the fore mentioned activities will receive a zero on that assignment and I reserve the right to pursue further sanctions with Santa Ana College. You should familiarize yourself with the [Academic Honesty Policy](#) of Santa Ana College and contact me if you have any further questions.

Attendance & Participation Policy

Attendance for this course is mandated by the state. A student may be administratively dropped from this class as a no-show if they do not complete the "first assignments," which can be found in the course information module, by the due date **(8/29/21 at 11:59 p.m.)**. Students that do not participate in the class discussion board will be considered "absent" and may be dropped from the course for excessive absence (which is two consecutive weeks of non-participation as observed by the instructor).

No Show Drop:

For this course, the student must complete the following assignments by **or they will be dropped as a "No Show"**:

Send your instructor an email from the inbox link found in the Canvas Global Navigation Menu with the following in the subject: KNPR 110-YOUR NAME (as it appears on the class roster).

Read the syllabus and complete the course orientation quiz.

Post a new thread in the week 1 discussion board, "Meet & Greet. Follow the instructions listed and make sure to reply to TWO of your classmates.

Noteworthy:

It is the student's responsibility to drop all classes in which he/she is no longer participating

It is the student's responsibility to drop all classes in which he/she is no longer attending

It is the instructor's discretion to withdraw a student after the add/drop deadline, as stated in the course schedule, you will receive a letter grade after the deadline.

If you have an emergency please communicate with me so that we can make arrangements if I see fit.

Students With Disabilities

Your success in this course is important to me. Santa Ana College and I are committed to providing reasonable accommodations for all individuals with disabilities. If you have a disability that may have some impact on your ability to do well in this course, I encourage you to speak with me as soon as possible. Also, please contact [Disabled Student Programs & Services](#) so that we can all collaborate on your classroom accommodations in a timely manner. [DSP&S](#) is located in VL-204 and their phone number is 714-564-6264. The [DSP&S](#) office requires documentation of your disability in order to receive reasonable accommodations. If you do not have documentation they will work with you to acquire it. I look forward to supporting you to meet your learning goals.