

CO-OP 120: TRANSITION TO WORK
Course Syllabus

FACULTY INFORMATION:

Instructor: Denise Bernard
Email: dbernard@olympic.edu

Hours: By appointment

COURSE INFORMATION: A work-based learning course that prepares students for employment (three credits).

BOOKS/SUPPLIES NEEDED: The Job Hunting Handbook (Dahlstrom & Company), a blank CD-RW and a three-ring binder.

COURSE DAY/TIME: Fridays 2:00-4:50 PM

LEARNING OUTCOMES

- A. Students will use a structured process to assess their skills, interests, and abilities.
- B. Students will identify current trends in a selected employment field.
- C. Students will identify roles and functions of a workplace position.
- D. Students will use a structured process to reflect on personal learning during the work experience.
- E. Students will demonstrate an understanding of effective job search resources in order to apply for a targeted position.

ASSESSMENT METHODS

- A. Student employment portfolio that includes self-assessment assignments and activities.
- B. Student portfolio that includes work journal of 30-hour job shadow experience; Informational interviews.
- C. Training agreement, learning objectives, and evaluation of structured work experience
- D. Self assessment activities; work journal
- E. Job search plan detailed with established timelines and goals; Informational interviews; completed current resume and cover letter.

CLASSROOM ATTENDANCE/PARTICIPATION: (10 points)

Students are expected to attend each class session. The success of the class depends upon lively and engaging classroom discussion. This includes a discussion of significant occurrences at your work experience during the quarter and discussion of a particular topic as suggested by the assignment for the week.

WRITTEN ASSIGNMENTS: (10 points each = 60)

All written assignments should be typed and included in the portfolio:

- WOIS self-assessment and three job listings: directly affiliated with your chosen field of study
- Informational interview summary of three people: include list of questions asked
- Resume and cover letter
- Mock interview summary and reflection: mock interviews completed in class
- Job shadow summary: includes learning objectives, interview of supervisor and peer
- Job search plan

WORK-SITE EXPERIENCE ASSIGNMENTS: (30 points total) Students will work a minimum of 30 hours at a work-site and complete the following:

- Learning objectives: create own or ones established (10 points)
- Training agreement: supplied by instructor (5 points)
- Self-reflection of work experience: questions supplied by instructor (5 points)
- Employee evaluations: supplied by instructor (5 points)
- Thank you letter: created by student (5 points)

GRADING SCALE:

(95-100 %)	3.9-4.0 – A	(85-86 %)	3.1-2.9 – B	(74-76 %)	2.1-1.9 – C	(65-68 %)	1.1-0.9 – D
(90-94 %)	3.5-3.8 – A-	(80-84 %)	2.8-2.5 – B-	(70- 73 %)	1.5-1.8 – C-	(60-64 %)	0.8-0.7– D-
(87-89 %)	3.4-3.2 – B+	(77- 79 %)	2.4-2.2 – C+	(67-69 %)	1.2-1.4 – D+	Below 60 %	0.0 – F