

**College of San Mateo**  
**Official Course Outline**

1. **COURSE ID:** BUS. 672    **TITLE:** Cooperative Education: Internship  
**Units:** 1.0 - 3.0 units    **Hours/Semester:** 60.0-180.0 Work Experience hours  
**Method of Grading:** Grade Option (Letter Grade or Pass/No Pass)  
**Prerequisite:** A minimum of 12 completed units in the occupational discipline.  
**Recommended Preparation:**  
Eligibility for ENGL 838 or ENGL 848 or ESL 400.

2. **COURSE DESIGNATION:**  
**Degree Credit**  
**Transfer credit:** CSU

3. **COURSE DESCRIPTIONS:**  
**Catalog Description:**

Supervised internship in cooperation with private or public sector employers. Designed to apply knowledge and learn new skills, directly related to the student's program of study, outside of the normal classroom environment. Students must attend one orientation which is offered the first three weeks of each semester. Each unit requires 60 hours per unit for unpaid work or 75 hours per unit for paid work during the semester. May be repeated for credit up to 16 units. The unit limitation applies to any Cooperative Education Work Experience (any combination of 670, 671 and/or 672 courses) offered within the SMCCCD.

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**

Upon successful completion of this course, a student will meet the following outcomes:

1. Establish and achieve measurable program-related learning skills and performance objectives at the workplace.
2. Analyze and successfully perform program-related work responsibilities.
3. Develop and implement new program-related tasks, skills, or behaviors on the job.

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**

Upon successful completion of this course, a student will be able to:

1. Employ critical thinking to examine and analyze skills learned at the worksite.
2. Learn new skills or improve upon existing skills.
3. Employ time-management and organizational skills.

6. **COURSE CONTENT:**

**Lab Content:**

**Lab and Work Experience Content:**

- A. Development and creation of measurable work objectives in the following areas:
  - a. Learning new skills,
  - b. Improvement upon existing skills, or
  - c. Gaining additional knowledge that will benefit the employer and the student's major or career goal.
  - d. Taking ideas or concepts learned in the classroom and applying them to the workplace.
- B. Development of Work Experience Agreement into Job responsibilities
- C. Worksite:
  - a. Assessment of progress and level of completion of the stated objective
  - b. Evaluation of supervisor and student interaction, and collaboration on progress of the stated objectives
- D. Development and evaluation of Progress Report (s):
  - a. Learning objectives
  - b. Work habits and attitude
- E. Critical thinking strategies used to examine work and the associated tasks performed on the job site.
- F. Strategies used in working independently in completing complex assignments that require planning, organizing, and implementing new tasks, skills or behaviors.

**7. REPRESENTATIVE METHODS OF INSTRUCTION:**

Typical methods of instruction may include:

- A. Work Experience

**8. REPRESENTATIVE ASSIGNMENTS**

Representative assignments in this course may include, but are not limited to the following:

**Writing Assignments:**

- A. Written two page synopsis of achieved goals and objectives once a semester.
- B. Written sections of Cooperative Education Handbook done once a semester (approximately 5-6 pages).

**Reading Assignments:**

- Read all materials in the Cooperative Education Handbook packet (approximately one page per week).

**Other Outside Assignments:**

- None.

**9. REPRESENTATIVE METHODS OF EVALUATION**

Representative methods of evaluation may include:

- A. Class Participation
- B. Class Work
- C. Homework
- D. Lab Activities
- E. Papers
- F. Projects

**10. REPRESENTATIVE TEXT(S):**

Possible textbooks include:

- A. Canada College. *Canada College Cooperative Education Handbook*, ed. Redwood City, California: -, 2017

**Origination Date:** November 2017

**Curriculum Committee Approval Date:** January 2018

**Effective Term:** Fall 2018

**Course Originator:** Peter von Bleichert