

Prepared by the Department of Business

Date of Departmental Approval: February 2, 2009

Date approved by Curriculum and Programs: February 11, 2009

Effective: Fall 2009

1. **Course Number:** BIT261
Course Title: Information Technology Cooperative Work Experience
2. **Description:** The student works in an information systems office for 150 hours to gain practical training in one of the varied aspects of information technology. All students in Information Technology tracks are encouraged to take a cooperative work experience. This course may be repeated for credit. Limited to students enrolled in the Information Technology program.
3. **Student Learning Outcomes (instructional objectives & intellectual skills):** The IT cooperative work experience provides real work experience for students so they can do the following:
 - apply IT and business skills
 - acquire new IT and business skills;
 - describe employment environments and need for work-related and interpersonal skills;
 - demonstrate attitude flexibility and ability to do the quantity and quality of work under supervised direction;
 - communicate by written summary, a report of the experience, the job, the organization's mission, the activities performed, and evaluation criteria.
4. **Credits:** 3 credits
5. **Satisfies General Education Requirement:** No.
6. **Prerequisites:** Requires completion of at least 2 semesters of business and IT courses and/or comparable practical experience. Permission of IT Coordinator needed to register.
7. **Semester(s) Offered:** Fall, Spring, Summer
8. **Suggested General Guidelines for Evaluation:** The student's summary report and the employer's completed Student Performance Evaluation Report are used for awarding credit.
9. **General Topical Outline (Optional)** See attached.

**BIT261: Information Technology
Cooperative Work Experience Report Outline**

Due 2 weeks after completion of 150 hours of work or as arranged with the Coordinator.

Typed report should be a minimum of 12 pages double-spaced.

- I. Cover page should state the following:
 - A. Student name
 - B. Course name and number
 - C. Employer(s)
 1. Name of company (or institution)
 2. Name of immediate supervisor
 3. Address of employer
 4. Number of hours worked to report time
- II. Copy of current resume.
- III. Description of the student's job
 - A. Job title and brief description of major duties and responsibilities in paragraph form.
 - B. Listing of each task expected to be performed by the employee - major and minor
- IV. Description of the work of the office in which employed
 - A. Describe in a general way the work of the organization in which you worked.
 - B. Prepare a flow chart and/or series of descriptions of the flow of work required to accomplish a particular task (2 minor or 1 major system) with which you were involved
 1. Name the system; for example, billing system, payroll system
 2. Describe or chart the series of procedures necessary to complete the task
 3. Explicitly describe how each procedure is accomplished
 4. Indicate clearly which parts of the procedure you performed
- V. Does your department or employer have a written guide to systems or procedures required to complete your tasks?
 - A. How does one find out how to do a particular task not in the experience of a new employee?
 - B. What would you recommend as a change in the present system or procedures?
- VI. Evaluate your employer's orientation for new employees and evaluate the job as a learning experience.
- VII. Evaluate your performance using as an outline the eight sections of the employer's evaluation form (see attached).
- VIII.
 - A. Describe problems observed and propose solutions to the problems.
 - B. If the organization is without problems, then describe why it operates smoothly.
- IX. Conclusion and recommendation: How can the cooperative work experience in the IT track be changed to provide the maximum learning and skill improvement for a successful career?

**BIT261 INFORMATION TECHNOLOGY
COOPERATIVE WORK EXPERIENCE APPLICATION**

Application Date:

Name:

Email address:

Social Security:

Telephone:

Grade Point Average:

Home Address (Street, City, ST, Zip):

If you intend to register for IT Cooperative Work Experience, please fill in the following:

Professional resume is approved: Yes No

Copy of resume is attached: Yes No

State first choice of type of organization:

State reason why:

State second choice:

State reason why:

List past and present work experiences (Begin list with most current):

Dates From/To	Organization/Address	Position/Department

Copy of Learning Objectives approved by student, employer and coop faculty coordinator is attached: Yes
No

Coop work experience approved by Coop faculty coordinator in Information Technology Program: Name of Organization:

Personnel Director:

Supervisor:

Telephone:

Address:

Date coop work begins:

Pay:

Days:

Hours:

At the job interview I have informed the employer and supervisor that I am enrolled in the cooperative Education Work Experience.

Student Signature: _____

Date: _____

**BIT261 INFORMATION TECHNOLOGY COOPERATIVE WORK EXPERIENCE
EVALUATION FORM**

Student's Name

Employer:

Employer's Email:

Employer's Address:

Date of Employment: From

To:

Job Title:

Job Description:

In accordance with the Buckley Amendment to federal Legislation titled "The family educational rights and privacy Act of 1974. (Public Law 93-380), effective November 19, 1974, which gives students access to the material contained In their permanent folders, your evaluation of the student can no longer be considered confidential. The law required that we give students access to all materials in their college files if they request it.

Circle the option that most aptly describes the student being reviewed on the above job.

	Comments
<p>1. SYSTEMS & PROCEDURES Knows and follows rules and procedures related to the work; understands and uses structure needed to complete tasks assigned with a minimum number of errors</p> <p>Always Often Seldom Never</p>	1.
<p>2. INFORMATION PROCESSING: Understands the needs of programming and sequential flow of information; can troubleshoot and find and correct errors with minimal supervision.</p> <p>Always Often Seldom Never</p>	2.
<p>3. PRODUCTION Maintains a consistent production (work) record in relation to what is expected of other employees in the work area.</p> <p>Always Often Seldom Never</p>	3.
<p>4. DETAIL WORK Understands the need for accurate record keeping and will, therefore, carry out the routine detail-work in a professional manner whether or not it is a pleasant or interesting task.</p> <p>Always Often Seldom Never</p>	4.
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- 5. COOPERATION, MOTIVATION, ATTITUDE
Approaches the job with interest, accepts changes to the work system with a minimum of confusion and error. Readily moves from one task to another as dictated by the needs of the employer.
- 6. PERSONAL
Is punctual, professionally dressed and well groomed, accepts criticism, observes things to be done and is a self-assured, self-starter.
- 7. COMMUNICATION: ORAL
States ideas and problems clearly and effectively when talking with others. Listens well; asks questions. Makes thoughtful suggestions, seeks advice in problem solving. Has an effective telephone manner.

- Comments
- 5.
 - 6.
 - 7.

8. What are the strong points of this student?

9. What constructive comment(s) would you offer to assist the student in aiding him or her in the advancement in his/her career?

10. If this student were a regular full-time employee, would you recommend him/her at present for promotion to a more responsible job?

If yes, what type of job?

If no, why not?

The student has worked at least 150 hours in our employ under the present job classification.

Signed _____

Date _____

Title _____

**BIT261 INFORMATION TECHNOLOGY COOPERATIVE WORK EXPERIENCE
EVALUATION FORM**

Student's Name

Employer:

Employer's Email:

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Date of Employment: From

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Job Description:

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Circle the option that most aptly describes the student being reviewed on the above job.

	Comments
5. SYSTEMS & PROCEDURES Knows and follows rules and procedures related to the work; understands and uses structure needed to complete tasks assigned with a minimum number of errors Always Often Seldom Never	1.
6. INFORMATION PROCESSING: Understands the needs of programming and sequential flow of information; can troubleshoot and find and correct errors with minimal supervision. Always Often Seldom Never	2.
7. PRODUCTION Maintains a consistent production (work) record in relation to what is expected of other employees in the work area. Always Often Seldom Never	3.
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- 5. COOPERATION, MOTIVATION, ATTITUDE
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- 10. PERSONAL
Is punctual, professionally dressed and well groomed, accepts criticism, observes things to be done and is a self-assured, self-starter.
- 11. COMMUNICATION: ORAL
States ideas and problems clearly and effectively when talking with others. Listens well; asks questions. Makes thoughtful suggestions, seeks advice in problem solving. Has an effective telephone manner.

- Comments
- 5.
 - 6.
 - 7.

12. What are the strong points of this student?

13. What constructive comment(s) would you offer to assist the student in aiding him or her in the advancement in his/her career?

10 If this student were a regular full-time employee, would you recommend him/her at present for promotion to a more responsible job?

If yes, what type of job?

If no, why not?

The student has worked at least 75 hours in our employ under the present job classification.

Signed _____ Date _____

Title _____