

MAYLAND COMMUNITY COLLEGE
Welcomes You To:
COE 115.11
Work Experience Seminar
1 Credit and 1 Contact Hour
TERM: Spring 2007

Course Description

This course provides guidance and support for students participating in a work experience with a college-approved employer in the Human Services field. This course will focus on integrating classroom knowledge with hands-on experience in an work environment. Emphasis will be placed on students' development of self-understanding as a member of a professional work setting.

Prerequisites: Permission from instructor **Corequisites:** COE 111.11

Instructor Information

Instructor: Misti W. Silver, MSSW
Office Location: PS 2
Telephone Number: 828-765-7351 ext 412
E-mail Address: msilver@mayland.edu
Office Hours: M 12:00-5:00pm, T 1:30-2:30pm, W 8:30-10:00am & 12:00pm – 3:00pm, TH 8:30-9:30 & 12:00-1:00 and by appointment

Course Information

Course Meets: Thursdays, 11:-11:30
PS 1

Required Text(s): The Successful Internship: Transformation and Empowerment in Expreiential Learning, 2nd ed.
H. Fredrick Swietzer and Mary A. King

LRC Resources: None
Required supplies: None

Course Objectives/Competencies:

Upon completion of this course students will be able to:

1. Understand the issues and concerns often encountered in the work environment.
2. Evaluate their personal experiences of working within a human service agency setting.

Attendance Policy/Tardiness/Make-Up Work:

Students are expected to attend and participate in all class meetings. Because this class only meets once per week, more than one unexcused absences may result in a letter grade reduction at semester end. Students are expected to be in class on time and to remain in class until class end. Three late arrivals or early dismissals will equal one unexcused absence. Students are requested to contact the instructor in the event of any absence. Make-up work will not be accepted unless prior arrangements have been make with the instructor. Make-up assignments/exams must be completed at the next class meeting following the absence. In an emergency situation, the instructor may make exceptions to this policy.

Grading Criteria/Tests/Projects:

Please note that ALL of the following requirements for this course MUST be completed in order to pass this course. Failure to complete any of the following requirements will result in a failing grade regardless of performance on other requirements.

Weekly Journal Entries (40%)

Students will evaluate their progress as a professional by keeping a weekly journal of their experiences within their cooperative education placement. Journals will be due three times per semester. Specific information on journal content will be presented in class. Journals will be graded on level of completeness and the amount of personal thought put into each entry. Entries should be type-written, double spaced in 12 point Times New Roman or Arial font.

Work Experience Paperwork (40%)

The cooperative education placement requires the completion and submission of various forms/paperwork throughout the semester. Accurate and timely completion of these requirements is necessary for college credit for this course. Failure to complete AND submit any of the required paperwork to the field supervisor will result in automatic failure of the course.

Class attendance and participation (20%)

In contrast to the traditional lecture, the classroom portion of this course will center on discussion of readings and field experiences. Students will be expected to complete all weekly readings and come to class prepared to discuss them. Students are also expected to discuss field experiences openly, honestly, and professionally in class. Therefore, class attendance and participation is crucial to your success in this course.

Grading Scale:

**A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = Below 60**

Inclement Weather Procedures:

On inclement weather days, follow the Mayland Community College Inclement Weather Policy posted on LEO. If class is cancelled, students are still responsible for any assigned reading and on-line assignments.

Academic Standards/Student Expectations/Ethics:

Students will maintain behavior consistent with a good learning environment. Academic dishonesty which includes, but is not limited to, plagiarism, cheating or collaborating on a test, or submitting the academic work of another as one's own, is prohibited and may result in failing the course.

Withdrawal Dates

End of Unconditional Withdrawal	Tuesday, February 13
End of Conditional Withdrawal	Tuesday, March 27

Administrative Withdrawal

If a student has not been in contact with the instructor and has not attended class for a consecutive two-week period, an administrative withdrawal will be submitted by the instructor.

ADA statement

Any student requesting special accommodations for this course due to a disability should apply for services through the SOAR Office or the Counseling Center, which will document the disability. A counselor will then help determine which accommodations, if any, the student needs for success in this course.

Course Outline/Weekly Topics

Jan 11	Course intro, requirements
Jan 18	Paperwork , Measurable Learning Objectives
Jan 25	Ch 1: Beginning the Journey: Laying the Groundwork
Feb 1	Ch 2: Framing the Experience: The Developmental stages of an Internship
Feb 8	Ch 3: Understanding Yourself
Feb 15	Journals Due , Ch 4: Understanding Yourself as an Intern
Feb 22	Ch 5: Experiencing the “What Ifs”
Mar 1	Ch 6: Getting to Know the Clients
Mar 8	SPRING BREAK – YIPPEE!!
Mar 15	Ch 7: Getting to Know Your Colleagues
Mar 22	Ch 8: Getting to Know the Placement Site
Mar 29	Ch 9: Getting to Know the Community
April 5	No Class, Professional Development Day
	Journals Due , Ch 10: Taking Stock and Facing Reality
April 12	Ch 11: Breaking through the Barriers
April 19	Ch 12: Riding High: The Competence Stage
April 26	Ch 13: Considering the Issues: Professional, Ethical and Legal
May 1	Ch 14: Traveling the Last Mile: The Culmination Stage
May 8	Journals Due , Final paperwork

****the above syllabus is subjected to change at the discretion of the instructor**