

**MAYLAND COMMUNITY COLLEGE**  
**Welcomes You To:**  
**COE 115.95**  
**Work Experience Seminar**  
**1 Credit and 1 Contact Hour**  
**TERM: Fall 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 a 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, W 8:30a-10:00a, M 11:30-4:30 and by appointment**

**Course Information**

**Course Meets:**                    **Internet**  
    **PS 1**

**Required Text(s):**                **The Successful Internship: Transformation and Empowerment**  
    **in Experiential Learning, 2<sup>nd</sup> 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.

**Mandatory Orientation**

You must attend the following orientation session to enroll in this course:  
Wednesday, August 22 from 11:30-12:30 in Room PS1.

**Technology Requirements:**

Because this is an Internet course, you will need access to a computer with Internet capabilities. You must also be able to access your Mayland LEO account as the entire course will be conducted through LEO. Windows 98 or higher is the preferred operating software. Microsoft Word in the Office 2003 or 2007 suite is also preferred. If you have a different word processing program or an earlier version of Word, please let me know.

### **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 (140 points)**

Students will evaluate their progress as a professional by keeping a weekly journal of their experiences within their cooperative education placement. Each entry will be worth a total of 10 points. Journals will be graded on level of completeness and the amount of personal thought put into each entry. Entries should be approximately one-page, type-written, double spaced in 12 point Times New Roman or Arial font. Journal topics will be posted under the Assignments function of LEO. Assignments are due by 11:55 pm on each due date. Late assignments will not be accepted. In the case of an emergency, the instructor can make exceptions. However, an emergency does NOT include lack of planning or computer malfunctions. Because technology can be unpredictable at times, please do not wait until the last minute to complete and submit assignments. It has been my experience that students who wait until the last minute to complete and submit assignments do NOT perform well in internet courses. Assignments should be submitted via LEO, not through personal email. If you have an emergency that requires an assignment to be hand-written, please contact me. This exception will ONLY be allowed in a rare emergency situation and should be approved PRIOR to the assignment date by the instructor. Please remember that campus computers are always available should you encounter personal computer problems.

### **Work Experience Paperwork (140 points)**

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.

### **Grading Scale (Points):**

**A = 252-280**  
**B = 224-251**  
**C = 196-223**  
**D = 140-195**  
**F = Below 140**

### **Inclement Weather Procedures:**

Because this is an Internet course and does not require travel to the campus, there will be no cancellations of this course. Please anticipate that inclement weather can sometimes lead to power outages and interrupted Internet service (another reason not to wait until the last minute!!) Power outages will not be accepted as an excuse for not submitting an assignment on time unless the outage lasts for an extended period of time. In that case, please contact the instructor in person or via phone PRIOR to the assignment deadline.

### **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: Fall 2007**

End of Unconditional Withdrawal

Tuesday, September 25

End of Conditional Withdrawal

Thursday, November 1

### **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**

Aug 22	Course Orientation <i>Paperwork: Cooperative Education Application, Release Agreement</i>
Aug 30	Ch 1: Beginning the Journey: Laying the Groundwork <i>Paperwork DUE: Cooperative Learning Agreement, Placed Student Information</i>
Sept 2	Ch 2: Framing the Experience: The Developmental stages of an Internship
Sept 9	Ch 3: Understanding Yourself <i>Paperwork DUE: Measureable Learning Objectives</i>
Sept 16	Ch 4: Understanding Yourself as an Intern
Sept 23	Ch 5: Experiencing the "What Ifs"
Oct 7	Ch 6: Getting to Know the Clients
Oct 14	Ch 7: Getting to Know Your Colleagues <i>Paperwork DUE: Time/Wage Report, Mid-Term Evaluation</i>
Oct 21	Ch 8: Getting to Know the Placement Site
Oct 28	Ch 9: Getting to Know the Community
Nov 4	Ch 10: Taking Stock and Facing Reality
Nov 11	Ch 11: Breaking through the Barriers
Nov 18	Ch 12: Riding High: The Competence Stage
Nov 30	Ch 13: Considering the Issues: Professional, Ethical and Legal
Dec 2	Ch 14: Traveling the Last Mile: The Culmination Stage <i>Paperwork DUE: Time/Wage Report, Employer End of Term Evaluation</i>

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