

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

COURSE SYLLABUS

Course Title: Cooperative Education/Work Experience

Course #: CSC* 295

Course Description: This is a work experience course for outstanding computer systems technology students who want a challenging opportunity to apply their knowledge and skills in a business, education, or community organization. Students are evaluated in an intern position obtained by the student in collaboration with a faculty advisor, and agreed upon by the supervisor of the cooperating worksite. Students will engage in periodic written reports to the faculty advisor and site supervisor, and present final summaries of their field work experiences at the end of each semester. Students are required to work a **minimum of 120 hours** during the semester and have regular contact with their faculty advisor.

Prerequisites: Students must have successfully completed at least 15 credit hours of study in computer courses (CSA*, CSC*, CST*), all with a minimum grade of C, and be approved by the course instructor.

Goals:

- To provide students with an opportunity to put classroom learning, theory, and concepts into actual practice.
- To provide students with the experience of working with computer-related projects under the supervision of professionals in the field.
- To provide students with a project experience that has an impact within a professional situation that reaches beyond the isolated and simulated experience of the classroom.

Outcomes:

By the end of the course the student will be able to:

1. develop an effective resume and application letter.
2. acquire skills required for successful performance in a related, professional position.
3. perform job tasks accurately and efficiently.
4. demonstrate a professional attitude and cooperate with supervisors and staff willingly.
5. accept praise and constructive criticism graciously.
6. apply critical thinking and decision-making ability in order to function with a minimum of supervision.
7. demonstrate responsible work habits.
8. dress appropriately for the work environment.
9. communicate effectively verbally and in writing.
10. demonstrate effective human relations skills in a diverse workplace.
11. act ethically in relationships with colleagues, staff, and visitors.
12. apply principles of professional etiquette.

13. display responsibility, sociability, self-management, honesty, and confidentiality.
14. demonstrate effective use of individual and team workplace skills.
15. develop leadership skills based on personal and professional integrity.
16. effectively use modern computer and communication technology.
17. prepare a comprehensive report and reflection on the entire work experience.