

begin to establish valuable networks. Through observation and participation, students are better informed to decide on career choices.

B. This course consists of 135 work hours in a business environment.

C. This course may transfer as a business program elective. This course would not transfer as a program requirement at AACSB accredited business schools.

IV. Place of Course in College Curriculum

A. Free Elective

B. This course is an elective in the Business Management, AAS program and the Business Administration, A.S. General Business option.

C. To see course transferability: for New Jersey schools go to the NJ Transfer website, www.njtransfer.org. For all other colleges and universities, go their individual websites.

V. Outline of Course Content

A. Students will prepare a job description and firm description at the beginning of the semester. Students and employer supervisors will also develop a set of five substantive goals for completion during the course of the semester, and the student will prepare a report at the end of the semester outlining progress against these goals. These goals will be approved by the program coordinator, and will be different from those goals developed by the student in the BUSI 290 Business Cooperative Education I course. Students will also keep regular time records, which will be verified by the employer supervisor, and complete regular evaluations of progress toward their goals.

B. In addition to regular communication and collaboration with the coordinator, the student will attend two scheduled seminars with the business cooperative education coordinator.

C. Students will write a paper on a topic to be determined by the coordinator that bridges current business issues with their cooperative work experience.

VI. General Education and Course Learning Outcomes

A. General Education Learning Outcomes:

At the completion of the course, students will be able to:

1. Produce written work that reflects critical analysis of their experience, observation and participation at their company. (GE-NJ 1 *)
2. Communicate clearly and logically, using both verbal and writing skills, with members of business community. (GE-NJ 1)

(* Embedded critical thinking)

B. Course Learning Outcomes:

At the completion of the course, students will be able to:

1. Analyze the functions of a business
2. Evaluate the effectiveness of business procedures
3. Assess the role of managers in a business environment
4. Identify operational obstacles faced by businesses
5. Identify and discuss the role of ethical behavior in business

C. Assessment Instruments:

1. Completion of work hours
2. Written paper
3. Meetings with co-op coordinator

VII. Grade Determinants

- A. Completion of work hours
- B. Written paper
- C. Meetings with co-op coordinator

Modes of teaching and learning:

- A. On-the-job training, observation, participation and experience
- B. Independent study
- C. Meetings
- D. Regular communication and collaboration with coordinator

VIII. Texts and Materials

- A. Determined by student's specific worksite.

Please Note: The course outline is intended only as a guide to course content and resources. Do not purchase textbooks based on this outline. The RVCC Bookstore is the sole resource for the most up-to-date information about textbooks.

IX. Resources

The course will take place off-campus, at the workplace, and no special RVCC resources will be required.