

**RARITAN VALLEY COMMUNITY COLLEGE
ACADEMIC COURSE OUTLINE**

**COMM 294: COMMUNICATION/SPEECH COOPERATIVE
EDUCATION III**

I. Basic Course Information

A. Course Number and Title: COMM 294, Communication/Speech Cooperative Education III

B. New or Modified Course: Modified

C. Date of Proposal: Semester: Fall Year: 2017

D. Effective Term: Fall 2018

E. Sponsoring Department: Communication and Languages

F. Semester Credit Hours: 3

G. Weekly Contact Hours: 135 Worksite Hours

H. Prerequisites/Corequisites: COMM 293 – Communication/Speech Cooperative Education II. Cooperative Education Approval Form Required. See Department Co-op Coordinator.

I. Laboratory Fees: No

J. Name and Telephone Number or E-Mail Address of Department Chair and Divisional Dean at time of approval: Sara Banfield, sara.banfield@raritanval.edu , Dean Patrice Marks, Patrice.marks@raritanval.edu .

II. Catalog Description

Pre-Requisite: COMM 293—Communication/Speech Cooperative Education II. Cooperative Education Approval Form Required. See Department Co-op Coordinator. This course is intended for Communication majors only. Cooperative Education is an educational plan that integrates classroom study with practical work experience. It is intended to contribute meaningfully to the overall preparation of the student by providing an opportunity for the practical application of skills and concepts learned in the classroom. This course offers students an individualized educational experience through the study of a structured employment situation. Co-ops must be approved and have a mentoring component related to learning objectives defined for the course.

III. Statement of Course Need

Cooperative Education is an opportunity for students to apply the skills and knowledge they have acquired in their coursework to a real world work setting. This practical experience makes it possible for students to explore their career choice first hand. The on-the-job practicum further enhances their marketability and career entry options upon graduation, since the co-op may facilitate entry to a full-time position.

- A. This course generally transfers as a Communication Studies program elective.

IV. Place of Course in College Curriculum

- A. Free Elective
- B. To see course transferability: a) for New Jersey schools, go to the NJ Transfer website, www.njtransfer.org; b) for all other colleges and universities, go to the individual websites.

V. Outline of Course Content

This course explores the following topics:

- A. Securing the Cooperative Education position in a Communication-related business
 - 1. Identifying potential employers
 - 2. Preparing and sending resume
 - 3. Preparing and sending cover letter
 - 4. Interview with employer
- B. Establishing measurable learning objectives with employers
 - 1. Completion of Statement of Job Oriented Learning Objectives with Co-op supervisor
 - 2. Evaluation and approval of objectives with departmental Co-op Coordinator
 - 3. Evaluation and approval of objectives with college Coordinator of Internships and Cooperative Education.
- C. Performing work duties and acceptance with training
 - 1. Students perform work duties and are trained for a minimum of 135 hour over a one semester period. Hours are tracked using timesheets or time cards.
 - 2. Work duties and training fulfill learning objectives established at the beginning of the Co-op.
 - 3. Employers assess student's job performance and success with training.
 - 4. Students provide bi-weekly reporting to departmental Co-op Coordinator on progress.

D. Reflection and summarization of the Co-op experience

1. Student writes a summary document of his or her Cooperative Work Experience
2. Work duties and training that met learning objectives are highlighted
3. Student submits timesheets with report to obtain final grade.

VI. General Education and Course Learning Outcomes

A. General Education Learning Outcomes:

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

1. communicate clearly, coherently, and convincingly, both orally and in writing (GE-1)
2. demonstrate effective interpersonal communication skills (GE-1)
3. recognize ethical issues in ideation, scripting and/or producing media content (GE-1, ER)

B. Course Learning Outcomes:

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

1. apply skills and knowledge learned in the Liberal Arts Communication Studies program to a real-world setting.
2. demonstrate mastery of medi industry language and terminology.
3. work independently and as a member of a team..

C. Assessment Instruments

1. essay on work experience and ability to meet Co-Op objectives
2. work samples
3. rprogress reportss
4. interviews/meetings with Co-Op Coordinator

VII. Grade Determinants

- A. essay on work experience
- B. time sheets.

Modes of teaching and learning

- A. Co-operative work experience
- B. Reflection essay on the experience.

VIII. Texts and Materials

None

IX. Resources

None