

# RARITAN VALLEY COMMUNITY COLLEGE ACADEMIC COURSE OUTLINE

## COMM 292- COMMUNICATION/SPEECH COOPERATIVE EDUCATION

### I. Basic Course Information

- A. Course Number and Title: Course Number and Title: COMM 292,  
Communication/Speech Cooperative Education
- B. New or Modified Course: Modified
- C. Date of Proposal: Semester: Spring Year: 2020
- D. Effective Term: Fall 2020**
- E. Sponsoring Department: Communication and Languages
- F. Semester Credit Hours: 3
- G. Weekly Contact Hours: Work Site hours: 135
- H. Prerequisites/Corequisites: 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: Department Chair Bick Treut, ext. 8429  
([bick.treut@raritanval.edu](mailto:bick.treut@raritanval.edu)); Divisional Dean Patrice Marks, ext. 8802  
([patrice.marks@raritanval.edu](mailto:patrice.marks@raritanval.edu)).

### II. Catalog Description

*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 are must be approved and have a mentoring component related to learning objectives defined for the course*

## II. Statement of Course Need

- A. Co-Operative 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. This course generally transfers as a Communication Studies' program elective.
- B. The lab component for this course consists of 135 hours at a selected work site.

## III. Place of Course in College Curriculum

- A. This course is a Communication Studies elective.
- B. This course is only open to Communication Majors
- C. To see course transferability: a) for New Jersey schools, go to NJ Transfer website, [www.njtransfer.org](http://www.njtransfer.org); b) for all other colleges and universities, go to the individual websites.

## IV. Outline of Course Content

- 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.

5. 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.

**V. General Education and Course Learning Outcomes**

A. **General Education Learning Outcomes**

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

B. **Course Learning Outcomes**

1. Apply skills and knowledge learned in the Communication Studies program to a real-world setting
2. Demonstrate mastery of media industry language and terminology
3. Work independently and as a member of a team

C. **Assessment Instruments**

- A. Essay on work experience and ability to meet Co-op objectives
- B. Work samples
- C. Progress reports
- D. Interviews/meetings with Co-op Coordinator

**VII. Grade Determinants**

- A. Essay on work experience
- B. Time sheets

**VIII. Modes of Teaching and Learning**

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

**IX. Texts and Materials**

None.

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.

## **X. Resources**

None.