

GRAYS HARBOR COLLEGE
124—Cooperative Work Experience
1-5 Credits
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I. COURSE DESCRIPTION

This course involves supervised work experience for students as a practicum for full-time job preparation. Students work in an office or other business environment generally three to fifteen hours per week. Vocational program course. May be used as a general elective in the AA degree.

II. COURSE AIMS AND OBJECTIVES

This variable credit course provides the student the opportunity to:

- A. Gain on-the-job, supervised work experience with public agencies and private firms. (*Competence in the Discipline, Social and Personal Responsibility*)
- B. Understand the occupational environments of potential employers, employees, and clients. (*Competence in the Discipline, Using Resources*)
- C. Match career aspirations and interests with capabilities and job satisfaction. (*Using Resources*)
- D. Acquire specific technical knowledge, experience, soft skills, and career classification not always offered in more general classroom instruction. (*Competence in the Discipline, Literacy, Critical Thinking, Social and Personal Responsibility*)

III. INSTRUCTION TECHNIQUE

- A. Student and/or coordinator make initial contact with potential supervisor
- B. A training agreement (contract) is formally agreed upon and signed by the student, supervisor and coordinator. At that time work objectives are developed in writing, work hours are established, and student is briefed on the requirements for completion of the course.
- C. On-site visits or telephone conferences between the supervisor and coordinator are made at least once per term.

IV. METHOD OF EVALUATION

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| A. Supervisor's final evaluation | 75% |
| B. Learning objectives, weekly, monthly reports | 15% |
| C. Final written report by student | 10% |