



COOPERATIVE WORK EXPERIENCE
COURSE SYLLABUS

Date 11/29/11

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COURSE NUMBER: CWE 131

PREREQUISITE(S): AOT 141

CO-REQUISITE(S): AOT 142

COURSE DESCRIPTIONS This course provides an on-the-job simulation of administrative office work to provide students with insight to the office environment. Students will be required to spend a minimum of 75 hours in an approved administrative position.

TEXTBOOK(S): N/A

REFERENCE(S): N/A

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT:

METHOD OF INSTRUCTION: N/A

GRADING SYSTEM:

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
60	-	69	=	D
Below	-	60	=	F

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in final grade calculation.

<u>GRADE CALCULATION METHOD:</u>	Journaling	=	40%
	Employer Evaluation	=	30%
	Instructor Evaluation	=	<u>30%</u>
		=	100%

ATTENDANCE
POLICY:

The student is responsible for punctual and regular attendance in all classes, laboratories, clinical, practica, internships, field trips, and other required class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and completing missed work if approved for late submission by instructors.

The student is tardy if not in class at the time the class is scheduled to begin and is admitted to class at the discretion of the instructor.

If the student fails to show up for work or does not call in at least one hour prior to scheduled start time, points will be deducted from the Employer and Instructor Evaluation grades.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student enrolling in and attending at least one course session remains enrolled until the student initiates a withdrawal.

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

Absences for Religious Holidays: Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

1. Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) and instructor-approved plan which outlines the make up of activities and assignments.
2. Observances of religious holidays resulting in four or

more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan with outlines the make up of activities and assignments.

**CLASSROOM
CONDUCT:**

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

CELLULAR PHONES AND PAGERS/BEEPERS: Cellular phones, pagers and beepers are not permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student code as it relates to “disruptive behavior.”

**CLASS/LAB
PROCEDURES:**

The instructor will be making at least 2 unannounced visits to the student’s workplace during the semester. A schedule of days and times the student will be working must be provided by the third week of the term. Failure to notify the instructor of an absence or change in work schedule will result in a drop of one letter grade in the student’s final grade.

The Learning Center, located in the rooms E-2 & E-5 of the East Building, provides computers for your use. Check the website <http://www.sccsc.edu/resources/tutoring/tlc> or call 592-4968 for current semester operating hours.

ACCOMMODATIONS:

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at www.sccsc.edu/resources/disabilities; or by visiting the office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

Program Director

Mrs. Kathy Locke
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Program Department Chair

Mrs. Karen Ravan
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Inclement Weather Schedule:

- Check SCC Web Site: www.sccsc.edu
- Tune to **Channel-7** Local T.V. Station (CBS)
- Tune to an FM/AM Local radio station

**COURSE OUTCOMES
& OBJECTIVES:**

Upon satisfactory completion of this course, the student will be able to:

- I. Understand the work environment by addressing changes and challenges in the workplace
- II. Process business information using appropriate technology tools
- III. Practice good verbal, non-verbal, and written communication skills
- IV. Proofread all written communications for appropriate message and English usage
- V. Manage incoming and outgoing mail processes
- VI. Practice appropriate electronic and manual filing systems
- VII. Deliver excellent customer service, receive visitors, and schedule appointments
- VIII. Practice proper telephone skills