



**Course Information**

<b>Course Title</b>	Cooperative Education 1-Chemical Technician
<b>Course Prefix, Num. and Title</b>	CTEC 1480 Cooperative Education 1-Chemical Technician
<b>Division</b>	Vocational Science
<b>Department</b>	Process Technology
<b>Course Type</b>	WECM Course
<b>Course Catalog Description</b>	Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience.
<b>Pre-Requisites</b>	PTAC 2420, approval of co-op employer.
<b>Co-Requisites</b>	

**Semester Credit Hours**

<b>Total Semester Credit Hours (SCH): Lecture Hours: Lab/Other Hours</b>	4:1:27
<b>Equated Pay Hours</b>	4
<b>Lab/Other Hours Breakdown: Lab Hours</b>	Enter Lab Hours Here.
<b>Lab/Other Hours Breakdown: Clinical Hours</b>	Enter Clinical Hours Here.
<b>Lab/Other Hours Breakdown: Practicum Hours</b>	Enter Practicum Hours Here.
<b>Other Hours – min hours/week Coop</b>	27

**Approval Signatures**

<b>Title</b>	<b>Signature</b>	<b>Date</b>
<b>Prepared by:</b>		
<b>Department Head:</b>		
<b>Division Chair:</b>		
<b>Dean/VPI:</b>		
<b>Approved by CIR:</b>		

## Additional Course Information

### Topical Outline:

1. Company Expectations: One week (First Week in Co-Op Facility)	One week (First Week in Co-Op Facility)
A. Overall view of plant: Missions/Goals	
B. General Orientation to Plant (including tours, filling out time sheets, etc.)	
C. Safety	
D. Leadership/Management	
E. Production/Production Capacity	
F. Writing of personal Mission Statement	
2. Process and Physical Safety	One week
3. Goal Setting	One week
4. Team Building and Team Skills	One week
5. Communication	One week
6. Time Management	One week
7. Continuous Improvement	One week
8. Job Shadowing Reviews	Thirteen weeks (On-going)

Lab Work (Practicum in Plant at a minimum of 20 hours per week):

1. Perform satisfactorily on the job in the following areas: (Continuous/On-going) A. Concern for safety B. Dependability C. Adaptability D. Job attitude E. Technical ability (Hands-On Demos of Proficiency)	Thirteen weeks
2. Productivity/quality/continuous improvement	
3. Initiative and accepting responsibility	
4. Acceptance of constructive criticism	
5. Human relation skills (employee/employee, employer/employee)	
6. Communication	
7. Decision making/personal confidence/leadership	
8. Actual Job Shadowing of an Experienced Tech with application of	

### Course Learning Outcomes: Upon successful completion of this course, students will:

Students will:

- As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.
- Be able to draw and explain the unit operations that the student is working in.

**Methods of Assessment:**

1. Employer performance evaluation (mid-term and end of CO-OP)
2. Book critiques
3. COOP oral presentation

**Required text(s), optional text(s) and/or materials to be supplied by the student:**

“7 Habits of Highly Effective People” by Stephen Covey

“Who Moved My Cheese” by Spencer Johnson M.D

**Suggested Course Maximum: 20**

**List any specific or physical requirements beyond a typical classroom required to teach the course.** Employer Workplace

**Course Requirements/Grading System:**

Evaluative Procedures:		
Employer Performance Evaluation		60%
Book Critique		10%
Written exam		10%
Workplace Presentation		20%
A	Excellent	100-90 %
B	Good	89-80 %
C	Average	79-70 %
D	Poor	69-60 %
F	Failure	59 % and below

**Curriculum Checklist:**

- Administrative General Education Course** (from ACGM, but not in WCJC Core) – No additional documents needed.
- Administrative WCJC Core Course.** Attach the Core Curriculum Review Forms
  - Critical Thinking
  - Communication
  - Empirical & Quantitative Skills
  - Teamwork
  - Social Responsibility
  - Personal Responsibility
- WECM Course** -If needed, revise the Program SCANS Matrix and Competencies Checklist