WASHTENAW COMMUNITY COLLEGE
COURSE-SYLLABUS APPROVAL FORM (CSAF)

For help screens, select a field and press F1

SECTION I. COURSE SUBMISSION INFORMATION

ORG - 13410

1. **Course:** (Enter proposed discipline, number & title here. If changing the number or title of an existing course, give old number or title in box 4 below.)

   Discipline/No: CIS 174   **Title:** CIS Co-op Education

   Division Code: __BUS__   Department Code: __CIS__   Effective Term: F99   ☐ Do not publish in Time Schedule
                                                                   ☐ Do not publish in College Catalog

2. **Type of Approval:** (applies to both new courses and changes)

   ☒ Full Approval
   ☐ Conditional Approval

   ☐ This proposal previously received conditional approval for the Term:_____

3. **Reason for Submission:** This Course is being submitted for: (check all that apply)

   ☐ New Course Approval (Skip the rest of Section I and go directly to Section II.)
   ☒ Five-year Syllabus Review   ☒ No changes to course
   ☐ Major Change(s)
   ☐ Minor Change(s) (If not due for review, submit sections I, II, and revised parts of Section III.)
   ☐ Reactivation of Inactive Course
   ☐ Inactivation (Submit Sections I and II only.)

4. **Change Information:** (Check all that apply. Make proposed changes in Section III, Course Syllabus.)

   Minor Changes
   ☐ Course Discipline/Number (was _____)
   ☐ Course Title (was _____)
   ☒ Course Description
   ☐ Capacity (was: _____)
   ☐ Pre or Corequisites
   ☐ Course Objectives
   ☐ Distribution of Contact Hours (contact hours were:
       lect: _____ lab _____ clin _____ exp _____)
   ☐ Distance Learning - minor (Attach Preliminary Approval Form for Distance Learning & the Section Handout.)
   ☐ Other _____

   Major Changes (Major changes will be reviewed by Curriculum Committee.)
   ☐ Credit hours (credits were: _____)
   ☐ Core Elements: (Elements to be added: _____)
                     (Elements to be removed: _____)
   ☐ Grading
   ☐ Course Objectives affecting core elements
   ☐ Total Contact Hours (total contact hours were: _____)
   ☐ Honors (Attach Honors Section Approval Form.)
   ☐ Distance Learning - major (Attach Preliminary Approval Form for Distance Learning & the Student Handout for the Distance Section.)
   ☐ Other _____

5. **Rationale for changes:**

SECTION II. COURSE REVIEW INFORMATION AND SIGNATURES

1. **Department Review** (To be completed by department chair; if recommendation is no, initial and return to preparer with rationale attached.)

   Will significant new resources be required?   ☐ yes ☒ no (If yes, explain _____)
   Have departments that may be affected by this course been consulted?   ☒ yes ☐ no (Explain _____)
   Does the department support approval of this course? ☒ yes ☐ no

   Print: __Roland Meade__   Signature _Roland L. Meade_   Date: __9/28/99__
        Faculty/Preparer

   Print: __Roland Meade__   Signature _Roland L. Meade_   Date: __9/28/99__
        Department Chair

2. **Division Review** (To be completed by division dean; if recommendation is no, initial and return with rationale attached.)

   Will significant new resources be required?   ☐ yes ☒ no   (If yes, have they been secured? ☐ yes ☐ no)
   Is this a curricular priority for your division? ☒ yes ☐ no   (Comment _____)
   What is your estimate of projected enrollment? _____

   Recommendation ☒ Yes ☐ No   _Bella G. Saxter_   9/30/99
                           Division Dean's Signature   Date

3. **Curriculum Committee Review** (Attach additional comments if necessary.)

   Recommendation ☐ Yes ☐ No   _____   _____
                           Curriculum Committee Chair's Signature   Date

4. **Vice President for Instruction and Student Services Approval** (Attach additional comments if necessary.)

   Approval ☒ Yes ☐ No   _____   10/4/99
                        Vice President's Signature   Date

Data File _11/5/99_	ACS Code _122_	Catalog File Date _11/1/99_	CIF File Date _10/5/99_
Core Elements Approved _none_		New Syllabus Date _9/21/99_	

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SECTION III. COURSE SYLLABUS
A. COURSE DETAILS (discipline # and title will automatically be entered in 1 and 2 below upon saving or previewing)

For help screens, select a field and press F1.

1. **Course Discipline & No.:** CIS 174   2. **Course Title:** CIS Co-op Education

3. **Course Description:** This course recognizes the value of learning which takes place on the job by offering college credit for development and achievement of learning objectives which are accomplished through current work experiences. Students also participate in monthly work related activities, such as meetings or seminars. 3/28/01

4. **Credit Hours:** _____
   If Variable credit, Give Range:
   __1__ to __3__
   If repeatable for credit, how many times?_____

5. **Class Capacity:** 20 24 3/28/01
   (If nonstandard, attach Class Capacity Exception form.)

6. **Course Options:**
   ☐ Distance learning (Attach preliminary distance approval form and Section Handout.)
   ☐ Honors (Complete Part G.)
   ☐ P/NP Grading (Attach rationale.)

7. **Contact Hours per Semester in:**
   Lecture: ___1___
   Lab: ___0___
   Clinical: _____
   Experiential: _12+_
   Total Contact Hrs: __124__

8. **Prerequisite(s):**
   6 hours of CIS courses
   approval of instructor
   approval by work supervisor

9. **Corequisite(s):** (limit to 2)
   none

10. a. **Course Purpose:**
    ☒ Program Specialty
    ☐ Program Support
    ☐ Nonprogram Specialty
    ☐ Transfer
    ☒ Enrichment
    ☐ Basic Skills

    b. **Is this course a requirement for a program?**
    ☐ Yes (specify the program(s) below)
    _____
    _____
    ☐ No

    c. **Indicate schools to which you want Curriculum Services to send syllabus:**
    (If transfer is approved, attach documentation.)
    ☐ EMU
    ☐ UM
    ☐ Other _____

B. MAJOR INSTRUCTIONAL UNITS A major instructional unit is a grouping of topics that naturally relate to one another. List in order the major instructional units. Add additional numbers as needed.

1. Meeting with supervisor, instructor and student to determine student's major objectives. Normally this meeting will take place at the student's workplace.

2. First monthly meeting of student with instructor for advice and to determine how work on objectives is progressing.

3. Second monthly meeting of student with instructor for advice and to determine how work on objectives is progressing.

4. Third monthly meeting of student with instructor for advice and to determine how work on objectives is progressing.

5. Meeting with supervisor, instructor and student to determine the success of student's accomplishment of the major objectives.

6. Other meetings of student and instructor may take place for such reasons as:
   Student may need advice concerning his or her objectives
   Student may need advice in dealing with his or her supervisor
   Student may need to renegotiate an objective due to circumstances beyond the student's control
   Student may need advice on workplace skills and/or behavior

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C. CORE ELEMENT INFORMATION

1. Core Element Submission Information: (Please check all that apply)

☐ This course has been previously approved for core elements. List **currently** approved core elements: _____

☐ Please review this course for core elements marked in part 2 below. (Mark only core elements being added or those needing review because of proposed major changes to the course.)

☒ This course does not meet any core elements. Explain <u>This course provides work-related experience.</u>

2. Proposed Core Element(s): (Mark the boxes of only the elements to be reviewed at this time. For detailed information on the criteria for determining whether a course meets a core element, refer to the Core Element Annotations in the Curriculum Manual.)

☐ 1. To read and listen in a critical and perceptive way; to speak in an organized, clear, and effective manner.

☐ 2. To use information sources and information gathering techniques; to cite sources when producing written communications.

☐ 3. To develop, organize, and express thoughts in writing using Standard English.

☐ 4. To apply basic mathematics through the level of elementary algebra.

☐ 5. To represent and solve problems using mathematical techniques.

☐ 6. To interpret elementary descriptive statistics.

☐ 7. To comprehend and use concepts and ideas.

☐ 8. To develop, express, test, and evaluate ideas.

☐ 9. To analyze problems, develop solutions, and evaluate results in a clear, logical, and consistent manner.

☐ 10. To distinguish between fact and opinion; to recognize biases and fallacies in reasoning.

☐ 11. To use computer systems to achieve professional, educational, and personal objectives.

☐ 12. To apply the protocols of computer use and respect the legal and other rights of individuals or organizations.

☐ 13. To be aware of the artistic experience in personal and cultural enrichment, growth, and communication.

☐ 14. To be aware of the nature and variety of the human experience through the methods and applications of the humanities

☐ 15. To understand the basic principles of scientific inquiry.

☐ 16. To have a knowledge of basic human biological principles, including those related to wellness.

☐ 17. To understand the basic principles of the natural sciences, and their relationship to the environment.

☐ 18. To understand the basic principles and applications of technology.

☐ 19. To understand the principle of integrating technological elements into systems.

☐ 20. To understand the relationship of technology to individuals, society, and the environment.

☐ 21. To understand the methods and applications of the social sciences in exploring the dynamics of human behavior.

☐ 22. To understand those principles and values, including individual rights and civic responsibilities, which maintain and enhance democracy and freedom in a pluralistic society.

☐ 23. To have a working knowledge of the history, structure, and function of American social, political, and economic institutions.

☐ 24. To be aware of the contemporary global community, especially its geographical, cultural, economic, and historical dimensions.

DIRECTIONS: Each core element marked above must be included in the appropriate core element boxes next to the course objectives in SECTION D which directly support that core element.

3. Courses That Partially Satisfy A Core Element In Combination With Other Courses:

☐ If this course is part of a combination of courses that together meet a core element, mark this box. The courses must all be submitted and reviewed together for core element approval.

Other course(s) required _____

Dean's Comments:

Curriculum Committee's Comments:

Vice President's Comments:

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D. INSTRUCTIONAL OBJECTIVES AND CORE ELEMENTS SUPPORTED

DIRECTIONS: (These Units should match those listed in Section B.)Use student outcome based language. (Example: The student will develop and support a thesis in an essay.) If the objective is being used to directly support a core element, write the core element number in the box to the right. If needed, additional information on how the core element is to be met and/or assessed for accomplishment can be included under the objective. If desired you may add a section of "overall course objectives" which are not associated with a specific unit. This may be particularly helpful for addressing core elements.

<u>**Unit Objectives**</u>   <u>**Core Elements**</u>

Unit #1

1   The student will gain valuable experience by working with computer professionals.

2   The student will increase his or her understanding of how computers are used in the workplace.

3   The student will gain experience using computer software and/or hardware used in the workplace.

Unit #2

1   The student will solve real world computer problems such as commercial software bugs, malfunctioning hardware, process scheduling, and interfacing with hardware or software vendors.

2   The student will use hardware and software documentation to solve problems in the business environment.

3   The student will become familiar with professional journals, seminars and conferences.

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E. INSTRUCTIONAL METHODS AND EVALUATION

1. Instructional Methods: (Check the appropriate boxes and describe as needed.)

☐ Lecture/Discussion _____   ☐ Field Trips _____

☐ Clinical Instruction _____   ☐ Team Assignments _____

☐ Self-Paced Learning _____   ☐ Telecourse _____

☐ Internet Instruction _____   ☐ Video Seminar _____

☐ Computer Simulations _____   ☐ Laboratory Assignments _____

☐ On-Site Work Experience _____   ☐ Interactive TV _____

☐ Other _____

2. Evaluation Criteria:

☒ Attendance _____   ☐ Quizzes _____

☐ Class Discussion _____   ☐ Tests _____

☐ Papers _____   ☐ Midterm _____

☐ Portfolio _____   ☐ Final Exam _____

☐ Projects _____   ☐ Home Work _____

☒ Reports _____   ☐ Presentations _____

☒ Clinical/Work _____   ☐ Performances _____

☒ Other _____

3. Attendance Requirements: (For Certification or nonevaluative purposes.)

_____

F. EQUIPMENT, FACILITIES, TEXTS, MATERIALS, AND SUPPLIES

1. Special Equipment/Facilities : (Check the appropriate boxes and describe as needed.)

☐ Lab equipment _____   ☐ Testing Center _____

☐ LRC Reserves _____   ☐ Student Competitions _____

☐ Computers _____   ☐ Off-Campus Sites _____

☐ CD ROM _____   ☐ Student Tutors _____

☐ Field Trips _____   ☐ Distance Learning Classroom _____

☒ Other ___Place of employment___

2. Texts: (Please indicate if no text is required.)

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Title: None
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Est. Cost: _____

Title: _____
Author: _____
Publisher: _____ Copyright Yr: _____
Est. Cost: _____

Other Texts: _____

3. Supplies and/or Uniforms Student will have to Own or Acquire for Course:
(e.g. calculators, uniforms, tools, and software, etc., excluding pen, pencil, paper, or textbooks.)

Descriptions	Cost Estimates

4. Reference Materials Students Will Use:
(e.g. journals, books, manuals, maps, LRC reserves, etc.)

At place of employment _____

5. Audio/Visual and Computer Materials Students Will Use:
(e.g. films, video tapes, slides, audio tapes, software, CDs, etc.)

Title	Source