

WASHTENAW COMMUNITY COLLEGE
CIS DEPARTMENT
COURSE SYLLABUS

Course Number: CIS 274

Course Title: CIS Co-op Education II

Credit Hours: 1 - 3

Prerequisites: CIS 174, approval of instructor, approval by work place supervisor

Corequisites: CIS 174 may be a corequisite

Catalog Course Description: In this course the student gains skills from a new experience in an approved, compensated, computer related position. Together with the instructor and employer, the student sets up work assignments and learning objectives to connect classroom learning with career-related work experience. This is the second of two co-op courses.

(Place numbers in the appropriate boxes)

Contact Hours per month in lecture/recitation setting ____

Contact Hours per week in a laboratory setting ____

Contact Hours per week in a work setting 8 minimum

Total Contact Hours (per semester): varies minimum 120 hrs - 1 credit
240 hrs - 2 credits
360 hrs - 3 credits

Course Justification (Check all that apply.)

☒ program specialty ____ college transfer ☒ support course
____ division core ☒ industry training ☒ personal development
____ core curriculum

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(Department Chair for Department)

Approved By Richard L. Fisher Date 1/25/95
(Dean)

COURSE OBJECTIVES: Use student based language and format. Ex: The student will define and state the uses of a compiler. List as many as needed.

- Objective #1. The student will gain valuable experience by working with computer professionals
- Objective #2. The student will increase his or her understanding of how computers are used in the work place.
- Objective #3. The student will gain experience using computer hardware and/or software used in the work place.
- Objective #4. The student will gain experience with real world computer problems.
- Objective #5. The student will become familiar with professional documentation, journals, seminars or conferences

MAJOR INSTRUCTIONAL UNITS: (List as many 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 work place.
2. First monthly summary of student's progress.
3. Second monthly summary of student's progress.
4. Third monthly summary of student's progress.
5. Summary of student's entire co-op work experience.
6. Meeting with supervisor, instructor and student to determine the success of student's accomplishment of the major objectives
7. 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 work place skills and/ or behavior.

SUGGESTED EVALUATION CRITERIA: (which may be appropriate to grade students)

☐ Class Attendance	☐ Quizzes
☐ Class Discussion	☐ Tests
☐ Papers	☐ Midterm
☐ Portfolio	☐ Final Exam
☐ Project	☐ Independent Study
☒ Reports	☐ Homework
☒ Work Performance	☒ Other Objectives

ATTENDANCE REQUIREMENTS: (For Certification or non-evaluative purposes.)

Supervisor will verify that student works the required number of hours.

SPECIAL EQUIPMENT/FACILITY AND RESOURCES REQUIREMENTS: (Check the appropriate boxes and describe as needed.)

☐ Lab Equipment	☐ Testing in Testing center
☐ LRC Reserves	☐ Student Regional Competitions
☐ Computers	☐ Off Campus Sites
☐ Field trips	☒ Other Place of employment

SUPPLIES which student will have to own or acquire will depend on the student's work placement.

REFERENCE MATERIALS STUDENTS MAY BE REFERRED TO will depend on the student's work placement.