

COE 115 & 125 First Day Handout

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COURSE TEXT: There is no textbook associated with this course; rather the Co-op Workbook serves as course reference.

COURSE DESCRIPTION:

This course is designed to be a co-requisite seminar to accompany co-operative work experience. Topics (115) include examination and analysis of the organizational structure, career path, job descriptions, job breakdowns and management style. In (125); policies and procedures and organizational problem solving will be explored as well as team building and operational planning.

COURSE REQUIREMENTS:

1. Students are to attend class in accordance with the policies of CFCC (80%). If the student no longer wishes to be enrolled in the course, it is the student's responsibility to obtain a withdrawal form from the Registrar's Office and appropriate signatures or receive an "F" for the course.
2. Students are expected to come to class prepared. This includes having completed assignments, prepared questions regarding areas of uncertainty and having assignments complete and ready to hand in. While assignments *may* be accepted late, there will be an increasing penalty commensurate with degree of lateness. College level and Professional reports are expected to be typed with spelling and grammar checked. Exceptions are situations of obvious impossibility such as signatures. No grade may be given until all original paperwork is turned in.
3. As these are seminar courses, participation is required and graded. This may take the form of considered observations, thoughtful, directed questions, responses to specific lines of inquiry and analysis of the situation of others as well as the student's own workplace. As participation is graded, and required of all members of the class, listening and allowing all to contribute are necessary elements of the process. Naturally, no participation can take place nor points be recovered if student is absent.
4. It is the policy of the instructor not to allow for the make-up of missed assignments or projects. The only exception is a bonafide, documented emergency (BDE). A BDE, as you may know by now, is an event that involves vehicles with sirens and flashing lights (preferably red). The instructor expects to be notified of the BDE prior to its occurrence whenever appropriate. Acceptable forms of documentation include; birth certificate,

court papers, tape of TV news episode describing event and featuring footage of student, police report etc. If documentation required by the North Carolina Community College System Office is NOT turned in, the result will be failure of the course. Participation points cannot be made up. The course is required.

5. As discussions are collaborative in nature, they cannot be made up.
6. Behavior disruptive to learning will not be tolerated. Each class member and instructor is entitled to be treated with dignity and respect. While consensus may not always be reached, students are expected to listen respectfully and respond reasonably to the comments and observations of others. Every class member will not have the same level of experience nor be operating at the same level of authority. Each is presumed to have an equal right to input and deferential consideration from classmates.
7. Cell phones, pagers and similar electronic devices **must** have their ringers turned off. Barring an urgent emergency that may be calling a member to the hospital bed or cell of a loved one or business associate, it is assumed that no situation is so grave as to require the students' immediate attention. The only phone calls that may be made or received will involve ordering food for the entire class to be paid for by the owner of the phone. As many of you know I am fond of black olive and mushroom pizza with red pepper flakes. Moo Shoo Veggies with plum sauce works too. Be Here Now.
8. Work ethic refers to behavior desired by employers. It includes attendance, promptness, preparation, attention to task at hand, quality of effort and ability to treat classmates and instructor with dignity and respect.
9. As COE 111/121 and 115/125 are co-requisites, the Seminar must be dropped if the co-op is dropped and vice versa. Certain paperwork required by the state for audit purposes is indicated as required in order to pass the course. The absence of completed, signed paperwork will result in a failing grade. No job, no seminar credit.

Required Elements of Course and Basis for Scoring

Reports

Assigned reports are not considered to be formal research but rather information gathering regarding your specific co-operative work experience job site. Reports are to be **typed** by the student and include factual, verifiable information regarding your job site and your reflections from a professional viewpoint, on that information. A photocopy from the company manual is **not** sufficient. Some reports are required to pass the course. The forms for these reports are found in your Co-op Workbook. Forms are indicated by their title and colored paper. Reports assigned in the Seminar class that are not workbook forms are to be written out in paragraphs, completely explaining or describing the topic.

Paperwork

First Co-op Workbook Paperwork Report (I and II)

100 points possible

Hours do not begin until the first day of the semester and cannot begin until on or after the date signed by student and employer!

60 points- Measurable Learning Objectives written in acceptable style, appropriate to student position, providing a “stretch” from what the work functions the student has been performing, and with required signatures and dates. ***Required to pass the course***

10 points- Cover page containing all required information unless not applicable (student has no email, for example). Student must sign that they received orientation during World of Work. ***Required to pass the course***

10 points Job Description (on separate page from MLO description –it can be an exact copy of the description you have already listed on the MLO page if this is a job you held prior to enrolling in the co-op) ***Required to pass the course***

20 points- Agreement signed and dated by student and employer. ***Required to pass the course***

Organizational Structure and Chart Report (I)

100 points possible

30 points- Describe, in paragraph form, the structure of the organization for which you work

20 points- Explain how your position fits into the structure of your work site; what is your job title, what position(s) do you report to, what position(s) report to you, how does your position fit into the shift structure (day, evening, graveyard...)

50 points- Draw, in a word processing program, an organization chart of your site and locate your position on the chart. Save a copy to use again for the next assignment.

Career Path Report (I)

100 points possible

50 points-Using your organization chart, map out potential career paths within your site, illustrating with colored markers or some other graphic method, the options available to you at your work site.

30 points-Discuss your own goals within the organization and describe how your current position puts you in place to achieve those goals

20 points-Discuss your long-range goals- your “dream job”. Describe how your goals within your current job site put you in place to achieve those goals. If they do not, what changes might you contemplate to be in position to reach for the stars?

Mid-Term Evaluation (I and II)**100 points possible**

70 points- Thoughtfully fill out the evaluation form included in your co-op Workbook, giving complete answers.

30 points- It should be neatly done, in ink, turned in on due date, and signed. ***Required to pass the course***

Management Style (I)**100 points possible**

30 points- Drawing on our class discussion, other courses and formal industry training, Describe the style of management that you observe practiced by the ownership of your site. Provide specific examples to illustrate your analysis.

30 points- Describe the style of management that you observe practiced by your immediate supervisor at your site. Provide specific examples to illustrate your analysis. If your supervisor is the owner of your site, interview this person and ask them their management philosophy and inquire how their management style evolved. (This interview replaces the "0" for the second analysis you would otherwise receive if none were done).

40 points- Describe the style of management that you feel fits ***your*** strengths and weaknesses. Discuss your plans for developing your style and explain how this plan will assist you in achieving the goals you have outlined in the Career Path Report.

Final Co-op Workbook Report (I & II)**100 points possible**

40 points- Signed and initialed **hour report** with times worked, dates, weekly and semester totals. Each week is initialed; your supervisor signs the document and dates it. ***Required to pass the course***

20 points- Signed **Employer Evaluation**. This is more meaningful if your employer reviews it with you. ***Required to pass the course***

20 points- **Self-evaluation**; thoughtful analysis of the co-operative work learning experience from your perspective, including feedback on how we can improve. ***Required to pass the course***

20 points- **Journal** kept daily in spiral notebook or on disk with student's reflections on the day-to-day operations of their work experience as it relates to their CFCC programmatic curriculum and as is useful for the student to record.

The following Reports are assignments unique to Seminar II

Mission, Policies and Procedures (II)

100 points possible

30 points-Investigate whether or not your organization has a mission statement and report what, if any, it is. If no mission statement exists, write what you believe it to be based on your observations and discussions with management

20 points-Describe how you believe the mission statement is used as a basis for operational decisions. If it is not, discuss your views on why this may not be happening. If no mission statement was found above, reflect on how this may be affecting operations.

30 points-Describe how the operations policies and procedures have been developed and are communicated with employees. How do the policies and procedures fit in with the accomplishment of the organization's mission?

20 points-Discuss how well policies and procedures are actually followed. Give specific examples. What changes, if any would you make and why. If no changes are needed, describe the elements of the system that are achieving this success

Problem Solving Report (II)

100 points possible

20 points-Interview your supervisor to get their feedback on what they believe to be the biggest problem at your co-op work site that they would like to see you tackle. Describe the problem.

30 points-Investigate and determine the possible causes of the problem. Describe the causes, listing them in order of likelihood.

20 points-Brainstorm solutions to the problem. List the solutions that you deem most likely to work.

30 points-Present your solutions to management and request the opportunity to implement an agreed upon solution. Report on what transpired and include a progress report on your solution in your journal.

Managing a Workforce with Drug and Alcohol Issues (II)

100 points possible

20 point-Do you observe any of your co-workers, managers or subordinates working under the influence of drugs or alcohol? Do you observe absenteeism that you believe is related to drugs and alcoholism? What are some specific behaviors observed?

30 points-Analyze how drug or alcohol usage may be undermining the effectiveness of the team(work) at your operation. What specific evidence can you cite that teams are ineffective due to drug and/or alcohol usage? If drugs and alcohol are NOT a factor at your workplace, explain the strategies used to avoid these problems.

30 points-Suggest improvements to the hiring, coaching and disciplinary processes of your operation or identify policy or procedural strengths of your system

20 points-Brainstorm an educational activity suitable to your operation/organization that might help solve some of the problems identified or strengthen systems already in place. Describe your activity, and detail how it might be accomplished.

25 bonus points-Execute your activity either formally or informally and report on the exercise

Discussions (I & II)

60 points possible for each discussion

Discussions will take place on designated class days. Class members will bring in their answers to report questions. These answers and issues raised by the answers will provide the basis for our class discussions. Each member will be expected to take the responsibility to contribute to these discussions with considered comments and through thoughtful, respectful listening to each other member.

0 points-Absent from class on discussion day

10 point-Present but contributed no meaningful comments nor showed evidence of listening (slept, daydreamed or left room for inappropriate phone or bathroom breaks)

20 points-Listened but did not contribute meaningfully to discussion through lack of comments or preparation or contributed but demonstrated poor listening skills

30 points-Listened and contributed minimally

40 points- Listened and contributed moderately

50 points-Listened well and contributed meaningfully

60 points-Listened and contributed in an exceptional fashion

Grading System

Class Reports 6@100 points	600 possible points
Discussions 6@60 points	360 possible points
Perfect Attendance	40 possible points
Total	1000 points

920-1000=A
840-919=B
760-839=C
680-759=D
0-679=F

Certain paperwork is required by the state for audit purposes should student fail to turn in signed and completed documentation indicated, they will fail the course regardless of other points scored.

Seminar I Schedule

Class	Topic	Assignment
1.	Workbook/Orientation	MLO's, ID Cover, Agreement & Description
2.	Discuss Goals D1	Revise MLO's if necessary
3.	Discussion of Revisions, issues	Keep up Journal, Paperwork
4.	Journal Check/issues	
5.	Organizational Structure	Organizational Chart Report
6.	Structure Discussion D2	Keep up Journal, Paperwork
7.	Journal Check/issues	
8.	Career Path	Career Path Report
9.	Path Discussions D3	Do Mid-Term Evaluations in WB
10.	Mid-Term Evaluations D4	
11.	Management Style	Mgt. Style Report
12.	Management Style Discussion D5	Self-Evaluations in Workbook
13.	Course Evaluation / Self Evaluation D6	
14.	Workbook Requirement Q&A	Final Workbook Paperwork (with signatures, dates, neat and in order)
15.	Workbooks due	
16.	Late revisions due/Grade Conferences	

* Double dates are for sections CUL and HRM respectively

Seminar II Schedule

Class	Topic	Assignment
1.	Workbook Requirements	MLO's, Cover and Agreement
2.	Discuss Goals D1	Revise goals if necessary
3.	Discussion of revisions/issues	Keep up Journal, Paperwork
4.	Problem Solving	
5.	Policies & Procedures	P&P Report
6.	Drugs and Alcohol in the Workplace	Presentation
7.	P&P Discussion D2	Keep up Journal, Paperwork
8.	Journal Check/issues	Problem Solving Report
9.	Problem Solving Discussions D3	Do Mid-term Evaluations in WB
10.	Mid-Term Evaluations D4	
11.	Journal check/issues	
12.	Course Evaluation	Drug and Alcohol Report
13.	Drug and Alcohol Discussion D5	Self-Evaluation
14.	Self Evaluations D6/WB Req Q&A	Final Workbook paperwork
15.	Workbooks Due	
16.	Late revisions due/ Grade Conferences	

* Double dates are for sections CUL and HRM respectively