



Cooperative Work Experience (CWE)

CRN 40144, Spring 2024

CWE Seminar
WE202, (1 Credit)

Web-based; Online, Asynchronous (no scheduled class times)
CWE Faculty Department Chair, Amy Burbee; BurbeeA@linnbenton.edu
Office hours (via Zoom) by appt.

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Course Objectives

The Internship Seminar aims to provide ways for you to increase your understanding of workplace expectations and develop job search tools and skills. The content is designed to help you present yourself to employers competently and professionally and move into your cooperative education internship and professional career. The class will include activities, discussions, presentations, quizzes, and assignments to meet these goals. You will share your prior work history and educational background with me during the course assignments.

Course Learning Outcomes

Given full participation and engagement in the course, you can expect to:

- Demonstrate increased competency in job search skills and techniques such as writing resumes, cover letters, and interviewing skills.]
- Demonstrate increased competency in career exploration and career development activities such as researching career information, creating a LinkedIn profile, writing resumes and cover letters, and networking.
- Show greater clarity about your academics and career goals.
- Communicate orally and in writing using proper and current business etiquette, format, and content.
- Develop an understanding of and effectively communicate professional skills and abilities orally and in writing.
- Develop foundational workplace competencies and workplace culture.
- Critically think concerning job search and on-the-job performance practices and topics.
- Show a greater understanding of workplace issues, techniques, and skills such as work ethics, responding to criticism/feedback, professionalism, and sexual harassment.

Course Access

Moodle is LBCC's chosen course, Learning Management System (LMS). You may be familiar with other Learning Management Systems, such as Canvas. The course Moodle page <https://www.linnbenton.edu/mylb.php> provides access to assignments, activities, articles, and our main text for the term. The course page becomes available on Monday, April 1, 2024, at noon. The course is offered online and accessible on Moodle.

Course Format

My goal is to create a rich learning environment in Moodle for which your intellect and imagination are challenged while reflecting and projecting on the world of work. Preparation and participation are vital to creating a positive learning environment for yourself and me, your instructor. You must take an active role in this process by completing all assignments on time, putting in the effort to perform to the best of your abilities on all assignments, and staying engaged at your worksite throughout the course. I assure you that what you learn in this class will be extremely useful for your future careers.

Preparation

To prepare for each class, you will be expected to read materials posted on Moodle and complete online assignments. This preparation work should take a few hours per week to prepare for and meet expectations successfully.

Classes

The online class times will include a variety of teaching methodologies, including assignments, readings, and watching videos. Your success in this class format is predicated on the following: purposefully preparing for class by meeting the homework deadlines, participating in the online homework reflections and assessments, seriously assessing your assignment performance, and intently applying course topics in the work that you do for your cooperative work experience at the worksite.

Online

Moodle is used for all distribution of information, assignments, and assessments. All assignment materials will be posted on Moodle. Slides, articles, job and wage data, and other resources (e.g., videos, case study information, content links, and other materials) will be posted on Moodle. You will select "MY LB" and sign into the single sign-on by entering your "X number" and password to sign into Moodle. If you need technical help with Moodle, please call the Student Help Desk at (541-917-4630), text at (541-704-7001), or check their [website](#) to assist with browser problems or logins.

Zoom will be used for office hours and as needed for any other meetings.



Remind App Download the app, [Remind](#). Remind is an app used for announcements and one way you can chat with other students. I plan on sending reminders through Remind. When you download the app, please send me a message and a photo of yourself doing something fun, and I will respond! Please include your name in the photo.

Questions

Office hours are intended to help you with any questions you may still have about your experiential learning, reviewing materials, and attempting assignments. Please send an email to set up a mutual time to meet.

If you have a question that relates to your grade or something of a personal nature, you can request office hours, email me, or request an appointment. Don't sit on a concern! Also, if you are interested in considering a career or hoping to progress to a full-time job at the place where you are doing your CWE, talk to me.

If you have general course questions, for example, about the syllabus or course materials, please post them on the "Hey, Professor" discussion board in Moodle. The table below has a few example questions that students commonly encounter.

Questions	Answers
What is an LMS? 	Moodle is LBCC's chosen course Learning Management System (LMS). You may be familiar with other Learning Management Systems, such as Canvas. Our course Moodle page (https://www.linnbenton.edu/mylb.php) provides access to assignments, activities, articles, and our main text for the term. The course page becomes available to you on Monday, April 1 th , at noon. LMS mobile APP -  site address: moodle.linnbenton.edu
What if I need a disability accommodation?	If you have a documented disability and need accommodations in this course, please discuss it with me as soon as possible. Do not wait until the day an assignment is due or the day of a test.
What should I do if I am feeling lost or overwhelmed in this class?	First, please speak up by using the "Hey Professor" discussion board. You may not be the only person with the same concern, and we all benefit from working questions out together. Or please email me, especially if it's something about a grade or a personal matter.

Student Deliverables

Attendance

The course is an online course with required assignments designed to facilitate learning best when the class is experienced regularly. For this reason, attendance is MANDATORY by engaging online in the Moodle course room weekly. If you fail to log in to Moodle and do the coursework regularly, you will likely miss reminders of upcoming and due assignments. It is recommended that you engage with your student email daily and turn the Moodle notifications on.

A note on emailing. Communicating by writing a professional email and getting the desired response is an important business skill that will serve you over and over again throughout your career. My job is to teach and reinforce the importance of this interpersonal skill. Emails should address the person meaningfully, make a connection, demonstrate effort, and be necessary, appreciative, clear, and concise. To practice this skill, follow the template guideline below when you send an email (or post a discussion, etc.), whether to your classmates or me. Of course, it may vary (as hinted at in the

brackets), but it should always include a salutation, a personal connection, a demonstration of effort, an expression of gratitude, and your name with enough detail to know who you are.

Dear [or, as applicable, Good Morning; Good Afternoon; etc.
– NOT “Hey”] Professional Name,

I hope you are having a great day [I enjoyed today’s lecture; I hope you had a relaxing weekend, etc.]. I have checked the syllabus and course website on Moodle and asked the classmates in my group [Googled question; thought about it critically; etc.], and I still cannot find the answer. [Insert thoughtful question?]

Thanks in advance for your response. I appreciate it!

Best [Sincerely, Kind regards, etc.]
Your name (I am in your WE 202 online class)

Due dates

Remember deadlines are deadlines; they are not guidelines or suggestions. It is your responsibility to manage your workload, deadlines, and course priorities.

The Moodle course site is set up with a summary of the work for each week. Each assignment includes a due date in Moodle. Unless otherwise stated the course weeks start on Mon at 12:01 a.m. and finish at 11:59 p.m. on Sun. There may be multiple due dates during that time frame. At least by the start of each week, check Moodle for exact dates/times for each assignment due that week so you know the deadlines ahead of time!

If you have a family or medical emergency, contact me as soon as possible to discuss the possibility of alternative arrangements. If you miss an assignment or attempt to submit one late without prior arrangements with me, you will get a zero. This is also non-negotiable.

Also, please note that I do not and will not ‘haggle’ on a grade or respond to emails simply because you feel you worked hard and should ‘deserve’ a higher score. The instructions, rubrics, and feedback are detailed and are clear as to why you earned the grade or score that you did. Learn from that and move forward.

If you have a documented disability and accommodations would allow you to fully demonstrate your learning in this course, please contact me as soon as possible to find a solution. Do not wait until an assignment is due.

Assignments

The Moodle site has a summary of the work for each week. Unless otherwise stated, the assignments start on Monday at 12:01 a.m. and close by 11:59 p.m. on Sunday.

However, please check Moodle for exact dates/times for each assignment so you know the deadline BEFORE you start!

Moodle. Various demonstrations of engagement with reading, assignments, and timesheets will be included each week in the Moodle course room.

Syllabus Quiz. Review the syllabus and take the quiz. The quiz is required for the first week of the course. If it is not completed, the student will be administratively dropped from the Seminar course.

Responding to Feedback. After reading the article, answer the following questions on a separate document, save the document to your files, and submit the document through Moodle.

Healthy and Safe Campus Training. Complete the training. At the end of the training, once passing the test, SAVE the Certificate of Completion (right-click; click on Save as: Web Page-- Save to your files), and then submit it through Moodle.

LinkedIn. Submit a document with the link to your LinkedIn profile.

Resume. Submit your written resume through Moodle - Be sure to include volunteer work and your current CWE position in your updated resume (if applicable).

Cover Letter. Submit your written cover letter through Moodle - Be sure to include your current CWE position in your updated resume (if applicable).

Job Interviewing Skills. Complete the TWO assignments below in two separate, new documents, save the documents to your files, and submit BOTH documents through Moodle.

Career Coach Assessment. Take the Detailed Assessment - 60 Questions. Download the Full Results report and review. Upload your full report of your unique career matches. Enter in the text field the most career match that most interested you and why.

Research your chosen career. Use the resources provided to answer the six questions. Be sure to answer each question with one complete paragraph with a minimum of four sentences for each question. Save and upload into Moodle when complete.

Related Reading Report. Choose an article related to your CWE job/major/program. Articles may come from professional journals, newspapers, internet sources, books, etc. Download the Related Reading Report PDF and populate it with one complete paragraph with a minimum of four sentences per question. Save and upload into Moodle when complete.

Assessment

Assignments	Points	Details
Syllabus Quiz	50 pts.	Required quiz on knowledge of syllabus
Responding to Feedback	100 pts.	Read the article and answer the questions.
Healthy and Safe Campus Training	100 pts.	Take the training and upload the certificate.
LinkedIn	100 pts.	Create LinkedIn Account
Resume	100 pts.	Create an up-to-date Resume
Cover Letter	100 pts.	Create a customized Cover Letter
Job Interviewing Skills	100 pts.	Thoughtful and articulate writing responses to the questions for both assignments.
Career Coach Assessment	100 pts.	Take the assessment, upload results, and upload a written response.
Research your chosen career	100 pts.	Thoughtful and articulate writing responses to the questions.
Related Reading Report	100 pts.	Read from the list and upload the form with written responses.
TOTAL points	= 950 pts.	

Grading Rubric for Assignments

A	A-	B+	B	B-	C+	C	C-	D+	D	F
94-100	90-93	87-89	84-86	80-83	77-79	74-76	70-73	67-69	60-66	<60
Excellent		Good			Satisfactory			Passing		Fair
What this means: Grades in this range indicate that your work was simply superb. My comments and suggestions relate only to ways you might extend your thinking. Your product shows complete and flexible mastery of course objectives and outcomes.		What this means: Grades in this range indicate that your work is solid. My comments and suggestions identify a few points that you have misunderstood, confused, or omitted. But overall, your product shows appropriate mastery of course objectives and outcomes.			What this means: Grades in this range indicate that your work is acceptable. My comments and suggestions identify many points that you have misunderstood, confused, or omitted. Your product shows that you have made progress toward mastering course objectives and outcomes, but that further work is needed.			What this means: Grades in this range indicate that you have put effort into your work, but the product shows little progress toward mastery of course objectives and outcomes.		What this means: Grades in this range indicate that little effort was put into completion of course assignments. The product shows little progress toward mastery of course objectives and outcome

A = 90-100%
or less

B = 80-89%

C = 70-79%

D = 60-69%

F = 59%

Final Grade

Your performance on all assignments determines your course grade. To receive a passing grade, you must adhere to the established due dates and ensure that all of your CWE documents/assignments have been submitted through Moodle. Final letter grades use the traditional grading scale, so there is no need to do any final curve. I do, however, retain the right to amend this scale for the student's benefit. The final grade breakdown is described below.

Letter	Maximum %age	Minimum %age
A	100%	90%
B	89%	80%
C	79%	70%
D	69%	60%
F	<59.90%	

Please see LBCC's [policy on Incomplete](#) ("I") grades.

Schedule

Dates, Topics, Assignments (check Moodle for more details and materials)
Week 0 <ul style="list-style-type: none">• Read Syllabus• Register for Remind App
Week 1 (4/1–7) <ul style="list-style-type: none">• 4/1 Classes start• Responding to Feedback
Week 2 (4/8–14) <ul style="list-style-type: none">• Healthy and Safe Campus Training
Week 3 (4/15–21) <ul style="list-style-type: none">• LinkedIn
Week 4 (4/22–28) <ul style="list-style-type: none">• Resume
Week 5 (4/29–5/5) <ul style="list-style-type: none">• Cover Letter
Week 6 (5/6–12) <ul style="list-style-type: none">• Job Interviewing Skills
Week 7 (5/13–19) <ul style="list-style-type: none">• Career Coach Assessment
Week 8 (5/20–26) <ul style="list-style-type: none">• Research your chosen career
Week 9 (5/27–6/2) <ul style="list-style-type: none">• 5/27 Holiday• One Related Reading Report

Week 10 (6/3–9))

- **NO FINAL DUE**

Week 11 (6/10–16)

- **GRADING**

Policies and Procedures

Plagiarism and Academic Misconduct

The College's [Student Rights, Responsibilities, and Conduct](#) defines academic misconduct. Students are prohibited from committing or attempting to commit any act that constitutes academic misconduct. By way of example, students should not give or receive (or attempt to give or receive) unauthorized help on assignments or examinations without express permission from the instructor. Students should properly acknowledge and document all sources of information (e.g., quotations, paraphrases, ideas) and use only the sources and resources authorized by the instructor. If there is any question about whether an act constitutes academic misconduct, it is the students' obligation to clarify the question with the instructor before committing or attempting to commit the act.

Academic Integrity

Academic integrity is the principle of engaging in scholarly activity with honesty and fairness and participating ethically in the pursuit of learning. Academic integrity is expected of all learners at LBCC. Behavior that violates academic integrity policies at LBCC includes cheating, plagiarism, unauthorized assistance or supporting others in engaging in academic dishonesty, knowingly furnishing false information, or changing or misusing college documents, among others. LBCC students are responsible for understanding and abiding by the [College's academic integrity policy](#).

If I become aware of academic misconduct, I will meet with the student(s) in question to discuss the matter and may assign a consequence of an "F" or "NP" for part of the assignment, the entire assignment, or the course overall. I will also report the matter to the Manager for Student Conduct and Retention, and the College may take further disciplinary action. When in doubt if something constitutes academic misconduct, please contact me and ask for clarification.

Accessibility Resources

LBCC is committed to inclusiveness and equal access to higher education. If you have accommodations in this class, please contact your instructor as soon as possible to discuss your approved accommodations through Accessibility Resources. If you think you may be eligible for accommodations but are not yet registered with Accessibility Resource, please visit their website at www.linnbenton.edu/accessibilityresources for steps on how to apply for services. Online course accommodations may be different from those for face-to-face courses, so it is important that you contact Accessibility Resources as soon as possible.

Veterans

Veterans and active-duty military personnel with special circumstances are welcome and encouraged to communicate these, in advance, if possible, to the instructor.

LBCC Roadrunner Resources – Housing and Food

Any student who needs help affording groceries or food or needs a safe and stable place to live is urged to contact a Student Resource Navigator in the [Roadrunner Resources](#) Office (T-112) at 541-917-4483. The navigator can connect students to resources. Furthermore, please talk with your instructor if you are comfortable doing so.

Title IX

If you or someone you know (student, faculty, or staff) has experienced gender discrimination, sexual harassment, or sexual violence, the college can offer assistance, support, and resources: please [report](#).

Comprehensive Statement of Nondiscrimination

Any student who has experienced sexual assault, relationship violence, sex or gender-based bullying, stalking, and/or sexual harassment may seek resources and help by reviewing the [Administrative Rule](#) for additional guidance.

Revisions

I reserve the right to change any of this information due to unforeseen circumstances or to better meet the course's goals.