



Linn-Benton

Community College

Cooperative Work Experience (CWE)

Sponsored Professional Development (0 Credits)

Fall 2023

MKH210; Online

CWE Department Chair, Amy Burbee; BurbeeA@linnbenton.edu

Office hours (via Zoom) by appt.

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Course Objectives

We spend most of our lives in organizations, from schools to sports, college, community activities, internships, and work. Although we spend a lot of time working with, in, or for organizations, we rarely stop to think about our role in them. The ability to successfully contribute to the workplace by demonstrating knowledge, technical and professional skills, and abilities is essential. Regardless of the field you go into after you graduate, you will need to depend on people to do your job. You will need to work for other people, work with others, and supervise others. In order to do so, you must understand the human side of work-based learning to complement the technical skills you are learning in other courses.

The objective of this course is to help give you hands-on experiential work-related experience in a sponsored and supervised employment situation. You will be able to identify job performance objectives, work a specified number of hours during the term, report your work experience, and attend a related CWE seminar (if applicable). Please note this is a zero-credit professional development class. This course and completing all of the coursework are a requirement for remaining in the sponsored program.

Much of the material and concepts in this course may feel familiar and comfortable to you, yet there is likely still a good deal of concepts to learn while working on a job site with people. Through this course and its assignments, you will learn new and valuable insights and develop greater employability skills. Review the Cooperative Work Experience Responsibilities for Students/Employee, CWE Faculty Coordinator, and Employer Responsibilities for more information. Also, please refer to your Sponsored Student Handbook that was given to you at your initial orientation when you got hired.

Course Learning Outcomes

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

- Build your knowledge of experiential work-based learning, including individual attributes and behavior at work, understand your decision-making processes, evaluate your performance, and get feedback on how to work successfully in a team environment.
- Promote your ability to conduct evidence-based decision-making and problem-solving using valid concepts and information.
- Develop the ability to assess your own strengths and weaknesses as an employee and learn to develop in these areas to promote your future career.
- Enhance your skills and knowledge based on professional skills that are highly relevant to your current and future career success as a student and professional.
- Better synthesize the various ways to have exceptional performance in the workplace.
- Gain new insights and cultivate greater employability skills in the workplace.
- Integrate classroom learning with field experience.

- Summarize your work experience and growth in knowledge of the career field.
- Demonstrate and explain advanced skills and knowledge gained at the workplace.
- Evaluate and report on workplace competencies.
- Describe workplace culture and expectations.

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 to you on Monday, September 26th, 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 key to creating a positive learning environment for yourself, for your employer, and for me, your instructor. It is essential that you 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 the things you learn in this class will be extremely useful to you in your future careers.

Preparation

To prepare for each class, you will be expected to read materials posted on Moodle, complete online assignments, and upload your timesheets. This preparation work, outside of the experiential work-based learning at the worksite, should take about ten hours per term to successfully prepare for and meet expectations.

Classes

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

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 information, 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), or by text at (541-704-7001), or check their [website](#) to assist with browser problems or logins.

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



Remind App Download the app, [Remind](#). Remind is an app used for announcements and one of the ways you can chat with other students. I plan on sending reminders through Remind. Please send me a message and a photo of yourself doing something fun when you download the app, 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, on-the-job issues, 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 are commonly encountered by students.

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, September 25th 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 cooperative work experience hours designed to best facilitate learning when all aspects of the class are experienced regularly. For this reason, attendance is MANDATORY within the Moodle course room. You must engage in Moodle and complete the required assignments along with meeting the required minimum hours of work. For the work portion, be there and be on time. If for some reason you are unable to attend a scheduled shift at your designated workplace, you must communicate immediately with your supervisor.

If you fail to regularly log in to Moodle and do the coursework, you will miss reminders of upcoming and due assignments and will be removed from the program.

Together, with ATI, we will foster a learning environment that supports these beliefs. To this end, bear the following thoughts in mind.

Assignments

The Moodle site is set up with a summary of the work for each week. Unless otherwise stated, the assignments start times are on Monday at 12:01 a.m. and close by 11:59 p.m. on Sunday – but, 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.

Unofficial Transcripts. Each term you are required to save a screenshot and upload your recent transcripts into Moodle.

Learning Outcomes: Part 1. Identify three learning outcomes. The outcomes should be realistic, specific and agreed upon by you, your supervisor, and your CWE Faculty Coordinator. Supervisor signs on the top line. Scan and upload into Moodle when complete.

Oregon Employment Skills. Watch the Self-Awareness PowerPoint presentation (English and Spanish versions available) and complete all course assignments. This term we are focusing on self-awareness as employability skills for today's workplace. In short, self-awareness is a fundamental skill that positively impacts both individual and organizational success in the workplace. It fosters better communication, decision-making, leadership, and relationships, ultimately leading to a more productive and harmonious work environment.

This lesson goes over the four primary traits of Self-Awareness:

- Trait #1: Is realistic about personal strengths, skills, and areas of growth
- Trait #2: Looks for work that is a good match for personal strengths and skills
- Trait #3: Acknowledges own responsibility in actions and words, seeks to control own emotions and behavior even under stress, and tries to do the right thing.

- Trait #4: Strives to improve work-appropriate manner, learns and applies guidelines or rules of the work setting in order to stay safe.

Watch the Presentation on Self-Awareness. Provided in [English](#) or [Spanish](#)

Kiersey Assignment.

- **Part 1:** Complete the [Kiersey Temperament Sorter](#) assessment.
- **Part 2:** Review and Analyze Your Results - Submit your reflection as a well-organized, one-page, typed document.

Critical Analysis on Workplace Connection: Understanding Strengths and Weaknesses.

- **Part 1:** Watch Veronica Armstrong's, "[Leadership 101: Why You Need to Know Your Strengths & Weaknesses.](#)"
- **Part 2:** Critical Analysis - Write a summary (one-page minimum) of the main arguments and key takeaways presented by Veronica Armstrong in the video, including the listed components in the assignment details.

Job Skills Match up.

- **Part 1:** Job Posting Research
- **Part 2:** Self-Assessment
- **Part 3:** Populate and upload the table provided.

Right-Fit Career Paths.

- **Part 1:** Watch Deven Paolo's YouTube presentation, "[Bridging the Gap to Right-Fit Career Paths.](#)"
- **Part 2:** Write a concise summary (one-page minimum) of the main arguments and takeaways presented in the Right Fit Career Path.

Jellybeans.

- **Part 1:** Watch "[How much time we have in jellybeans](#)" by Ze Frank
- **Part 2:** Analysis - Write a concise summary (one-page minimum) summary answering each of the questions below after reflecting on the key takeaways presented.

Timesheet. Please submit your Excel timesheets to the CWE Office at CWE@linnbenton.edu each month after your supervisor has signed. You will receive a reminder that your timesheet is due about a week before the due date; usually, they are due in the office by the 16th of each month, unless this date falls on a holiday or weekend.

[Learning Outcomes: Part 2.](#) Your supervisor will evaluate you on how well you achieved your three learning outcomes using the 1-4 scale. Your supervisor's signature is required at the bottom of the form. Scan and upload into Moodle when complete.

[End-Of-Term Reflective Paper.](#) Respond to each question with a written response with a minimum of one complete paragraph of at least four sentences. Save and upload into Moodle when complete.

Grade

Please adhere to the established due dates to ensure that all of your CWE documents/assignments have been submitted on due dates through Moodle. This course is not graded. The assignments are REQUIRED by request of the Employer through this program for Professional Development. You must complete the assignments to remain in the program.

Schedule

Dates, Topics, and Assignments (check Moodle for more details and materials)	
Week 0	<ul style="list-style-type: none">Review MoodleRegister for Remind App.
Week 1 (9/25 – 10/1)	<ul style="list-style-type: none">9/25 Classes startWatch PowerPoint PresentationUpload Unofficial Transcripts
Week 2 (10/2 – 8)	<ul style="list-style-type: none">Learning Outcomes (Part 1)
Week 3 (10/9 – 15)	<ul style="list-style-type: none">Kiersey Assessment
Week 4 (10/16 – 22)	<ul style="list-style-type: none">Critical Analysis of Workplace Connection
Week 5 (10/23 – 29)	<ul style="list-style-type: none">Review resources on Self-Awareness at the bottom of Moodle page
Week 6 (10/30 – 11/5)	<ul style="list-style-type: none">Job Skills Match up
Week 7 (11/6 – 12)	<ul style="list-style-type: none">Right Fit Career Path
Week 8 (11/13 – 19)	<ul style="list-style-type: none">Jellybean
Week 9 (11/20-26)	<ul style="list-style-type: none">Learning Outcomes – Part 2 (evaluation & supervisor signature)
Week 10 (11/27-12/3)	<ul style="list-style-type: none">End of Term Reflection by 5 PM on Thursday, November 30, 2023.
Week 11 (12/4-10)	<ul style="list-style-type: none">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 student's obligation to clarify the question with the instructor before committing or attempting to commit the act.

Accessibility Resources

LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodations through Accessibility Resources and would like to use your accommodations in the class, please talk to your instructor as soon as possible to discuss your needs. If you believe you may need accommodations but are not yet registered with Accessibility Resources, please visit their website at www.linnbenton.edu/accessibilityresources for steps on how to apply for services or call (541) 917-4789.

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 with difficulty affording groceries or food or lacking 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.

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 goals of the course.