Miami Dade College

Course Description

ARC1949 | Co-op Work Experience 1: ARC | 1.00 - 3.00 credits

This course is designed to provide training in the students' field of study through work experience. Students will learn to make connections between their internship experiences, academic coursework, and career goals. Students are graded on the basis of documentation of learning and goal achievement as reported by both student and employer. Prerequisite: departmental approval

Course Competencies:

Competency 1: The student will demonstrate knowledge of workplace practices and procedures by:

1. using the organization's tools and technology to complete assigned tasks and projects.
2. complying with the organization's standard operating procedures.
3. employing the organization's security and confidentiality policies and procedures.
4. communicating and meeting professional role models and potential mentors who can provide guidance, feedback, and support.
5. observing and participating in business operations and decision- making.

Competency 2: The student will demonstrate knowledge of business- related activities performed in a workplace environment by:

1. developing and improving business skills in communication, technology, quantitative reasoning, and teamwork.
2. preparing tasks and projects assigned by a supervisor in accordance with the organization's standards and practices.
3. presenting completed projects to employees and/or supervisors orally and in writing.

Competency 3: The student will demonstrate knowledge of workplace professionalism by:

1. developing a solid work ethic and professional demeanor, as well as a commitment to ethical conduct and social responsibility.
2. identifying and adapting to the organization's culture.
3. interacting with individuals in a multi-ethnic/multi-cultural organizational setting.

Learning Outcomes:

- Communicate effectively using listening, speaking, reading, and writing skills
- Solve problems using critical and creative thinking and scientific reasoning
- Use computer and emerging technologies effectively