



Course Description

AVM1949 | Co-op Work Experience 1: AVI | 3.00 credits

This is a course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. Prerequisite: 2.0 minimum GPA, approval of Co-op Program Director, minimum of 6 credits in field or work approved experience.

Course Competencies:

Competency 1: The student will demonstrate the required knowledge and understanding of Co-Op work experience by:

1. Contributing insight into co-op work experience and its benefits
2. Completing a personal statement outlining their goals and the steps required to achieve those goals to launch their careers
3. Analyzing social security information and listing the different mediums and tools at their disposal to gain that information
4. Discussing taxes, the procedures to complete tax returns, and available deductions
5. Interpreting organizational charts and explaining the importance of being able to read and understand them

Competency 2: The student will produce reasoned, critical responses to the universal concerns in work experience by:

1. Examining duties, conflicts, emotions, ideas, and experiences that illustrate the continuity of work experience
2. Discussing how to confront the complex issues of being an individual as part of an organization
3. Identifying six areas in daily duties that need improvement, explaining how the six areas can be improved, and explaining the process by which the areas will be improved

Competency 3: The student will demonstrate proficiency in work experience by:

1. Making competent, decisive decisions based on available information and performing those decisions to the benefit of the company
2. Generating, developing, organizing, and presenting ideas to the benefit of the company effectively.
3. Shaping communication to purpose, audience, and occasion
4. Analyzing the impact of variables such as gender, orientation, and ethnicity in work experience
5. Providing a written (or verbal) progress report completed by the student's supervisor detailing the work performed by the student

Learning Outcomes:

- Use quantitative analytical skills to evaluate and process numerical data
- Solve problems using critical and creative thinking and scientific reasoning
- Use computer and emerging technologies effectively