



## DAKOTA COLLEGE COURSE SYLLABUS

Course Prefix/Number/Title: PLSC 297 Cooperative Education

Number of Credits: 1-6

Course Description: An internship is required of most AAS and, in some cases, certificate programs. This course is available to AA and AS students as well. The students combine course learning with practical, professional work experiences in their chosen field of study. The employer does an evaluation of the work experience; the faculty advisor supervises the students; the students are required to complete a project assigned by the faculty advisor. A minimum of 45 hours of work is required to earn each credit. A grade of satisfactory/unsatisfactory is given by the faculty.

Pre-/Co-requisites: Advisor approval and 2.0 GPA

Course Objectives: The purpose of this course is for students to gain hands-on work experience by securing an internship in the field of horticulture. Students will gain skills that prepare them for a career in industry. The following department objectives include:

1. Demonstrate problem solving aptitude.
  - a. Show ingenuity in solving problems in the workplace.
  - b. Groom the ability to think quickly in stressful situations.
2. Expand critical thinking competence.
  - a. Use logic to develop best practices in the workplace.
3. Develop robust communication skills.
  - a. Demonstrate effective communication in the workplace via multiple formats (e.g. face-to-face, email, phone, etc.).
  - b. Act as a liason between themselves, their employer, and the instructor.

Instructor: Keith Knudson

Office: Molberg 26

Office Hours: By appointment

Phone: 701-228-5489

Email: keith.a.knudson@dakotacollege.edu

Lecture/Lab Schedule: By arrangement

Textbook(s): None

Course Requirements: Students are required to work a minimum of 45 hours a week to earn each credit. A minimum of one credit is needed, but students can earn up to six credits. This course is graded Satisfactory/Unsatisfactory, as indicated on a transcript by S/U. To earn a satisfactory (S) grade student must complete the following:

1. Prior to beginning, students must submit the “Student Enrollment” and “Learning Agreement” forms. The employer must submit the “Employer Agreement” form.
2. Throughout the internship, students must complete a weekly journal including the hours worked that week. This should be signed off by the supervisor. While work may be similar week to week, you may not “recycle” journal logs from a previous week. See attached form for guidance. In addition, students will complete an exit interview with the instructor.
3. At the completion of the internship, students must complete and submit the “Student Survey” form.
4. At the completion, the employer must complete the “Employee Performance Evaluation” document and submit it directly to the course instructor.

Tentative Course Outline:

Week:	Task:
1	Complete and turn in “Student Enrollment” and “Learning Agreement” and “Employer Agreement” Form. Submit first weekly log.
2-15	Complete a log for each week. Travel to employer and class activities off the DCB campus is part of this course.
16	Submit last weekly log. Complete the “Student Survey” form. Employer will submit the “Employee Performance Evaluation” form.

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s): This course meets CTE competency #1: Employs industry-specific skills in preparation for workplace readiness, by giving students the opportunity to connect their prior classroom learning to hands-on skills directly in the horticulture industry.

Relationship to Campus Theme: This course supports the campus theme of “Nature, Technology and Beyond” by fostering the skills and knowledge necessary to utilize natural, human and technological resources successfully and confidently.

Classroom Policies: Students will conduct themselves in a manner appropriate to polies set forth by their cooperative education employer.

Student Email Policy: Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student’s campus-assigned email address will be the only one recognized by the Campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Academic Integrity: According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work

without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

**Disabilities or Special Needs:** Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

**Title IX:** Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.

**PLSC 297: Cooperative Education: Horticulture**

Journal Log for the Week of: \_\_\_\_\_

Hours worked this week:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Tasks or projects completed this week:

If these task were similar to the prior week, what proficiencies have you gained in completing the task?  
Or what new things have you learned about these tasks this week?

Did you job shadow anyone this week? Or learn about a new aspect of this job/field (even if you just observed and didn't not actually complete the task yourself)?

What are you looking forward to learning next week? If this is the last week, what was your favorite part of this internship? Why?