

Course Prefix/Number/Title: AH 297 Cooperative Education

Number of Credits: 1 to 6 (4 credits required of program)

Course Description: An internship is required of most AAS and, in some cases, nine-month 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 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 one credit. A grade of satisfactory/unsatisfactory is given by the faculty. The prefix for this course will be determined by the instructor.

Pre-/Co-requisites:

- For Medical Administrative Assistant: None
- For Medical Assistant: Must have a cumulative GPA of at least 2.50 and a grade of C or higher in core courses to be eligible. Core Courses are BIOL 115, AH 171, AH 134, AH 136, & PHRM 215

Course Objectives: Upon completion of this course, the student will:

- Obtain relevant work experience which is mutually agreed upon by the student, instructor and employer
- Demonstrate work skills, capabilities, and work ethics by completing the required learning agreement, activities and learning objectives of the work place
- Demonstrate a working knowledge of program curriculum to a working environment

Instructor: Heidi Hauf

Office: Thatcher Hall, Student Services

Office Hours: Appointments arranged upon request.

Phone: 701-228-5487

Email: Course Messages feature within Blackboard is preferred. heidi.hauf@dakotacollege.edu

Lecture/Lab Schedule: NA: Internship schedule is to be determined between the student and facility.

Textbook(s): NA

Course Requirements: Students will complete the following course requirements:

- Work Experience – Students must work a minimum of 45 hours in an approved work environment to earn one credit (4 credits = 180 hours)
- Before You Start – Please review Blackboard for expectations
- CO-OP Paperwork/Final Written Project – Please review Blackboard for expectations & complete a written project after completing cooperative education experience
- After Graduation – Please review Blackboard for what to expect next

Tentative Course Outline:

Timeline	To be completed
1 st Week of class	Before You Start
During Class	CO-OP Paperwork & Internship
Final Week	Submit Final Written Project with supporting documents Review After Graduation

Grading: A grade of satisfactory/unsatisfactory is given by the instructor

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s): Employs industry-specific skills in preparation for workplace readiness

Relationship to Campus Focus: The course focuses on applied Allied Health to strengthen the educational experience through practical training and use of technologies.

Classroom Policies: Regular participation and attendance with your cooperative education place of work is required for this cooperative education course. Continuous communication is expected between your advisor and cooperative education supervisor if there is an emergency and you cannot attend your daily scheduled work time.

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.