**COURSE & INSTRUCTORS INFORMATION:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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<tbody>
<tr>
<td>Course Title</td>
<td>Work-Based Learning</td>
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<tr>
<td>Course Number</td>
<td>GNBPT 196/296/396/496</td>
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<tr>
<td>Section</td>
<td>Varies per Advisor</td>
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<tr>
<td>Credit Hours</td>
<td>Varies (see your advisor/facilitator)</td>
</tr>
<tr>
<td>Semester</td>
<td>Fall 2014/Spring 2015</td>
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<tr>
<td>Facilitators</td>
<td>Jimmy Bowen</td>
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<tr>
<td>Prerequisites</td>
<td>Advisor Approval</td>
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<tr>
<td>Required Text</td>
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**COURSE DESCRIPTION:**

The purpose of this class is to combine academic and classroom instruction with on-the-job experience, thus adding a new dimension and relevance to the students' classroom education experience. The work-based learning experience is intended to be a two-way street with learning and application flowing both ways between the classroom and the workplace.

The objective is for the student to secure a position within the business community that can and will provide him/her with an opportunity to 'experience' the business world. This 'experience' will validate and extend his/her classroom learning and prepare them even more for their future career. The learning facilitator is available to aid in securing such positions, but the responsibility is the student’s.

Work-based Learning Positions can come in many different forms including but not limited to:

- Co-Op - typically a paid position and considered gainful employment
- Apprenticeship
- Job-Shadowing
- Internship - sometimes paid; sometimes not
- Marketing Project - arranged with the Learning Facilitator/Advisor
- Assistantship
- Career Exploration Activities

**EXPECTED LEARNING OUTCOMES:**

Due to the individuality of each student and their careers goals, interests, and work plans, each student's outcomes will be unique. Individual objectives will be chosen to develop the student's personal and career goals thus preparing them for the career of their choice.

**GENERAL INFORMATION:**

This course will comply with the campus policy regarding such credit. For more information about Co-Op (Work-Based Learning) at Lewis-Clark State College, please visit: [http://www.lcsc.edu/humanresources/policy/2.122.pdf](http://www.lcsc.edu/humanresources/policy/2.122.pdf)

All participants (stakeholders) are expected to uphold their respective responsibilities as outlined.

This syllabus is only a beginning to the requirements of this course. The online instructions are the official source of communication and instruction. Updates may be made throughout the semester. If this happens, students will be notified through the webpage and with an email message. It is the student's responsibility to stay abreast of requirements by monitoring their email messages and visiting the course web site.
There are several instructors sharing this website to facilitate their respective students’ experience. Each instructor may choose to use any or all instructions on this website. Their individual instruction trumps anything listed here.

Communication is a very important part of every relationship. With proper communication channels in use, people can overcome almost any situation. Students are encouraged to keep this in mind as we make our way through the semester. This instructor is very dedicated to your successful completion of this course as well as your overall education. Let me help you. If we talk about the situation before it becomes too large we can probably make it through it. However, it must be noted that this communication is mostly the student’s responsibility. After all, it is the student’s grade and education.

E-mail is a requirement for this class. There will be a lot of communication through e-mail. All students registered are automatically given an email address. The only email address that I will send messages to is the one officially given by the LCSC Information Technology department. For more information about LC’s email system you can go to the Information Technology office downstairs in Sam Glenn Complex.

All required forms and assignments must be completed each semester the student is registered for this class. An exception, which requires instructor approval, to this is between concurrent Fall and Spring semesters when the student’s work-based learning position and related factors are unchanged.

METHODS OF INSTRUCTION:

Most instruction will be on the job site where the student is employed or serving an internship. The work-site supervisor gives most of the instruction. However, the student is responsible for making the connection between classroom learning, student association activities, and the work-site tasks. The required forms are designed to step students through a process of exploring their interests and career opportunities. This on-the-job training will be complemented with periodic meeting held in the classroom for group discussion about issues relating to the class and the experience it affords.

Students are required to submit all assignments described on the course website. So, it is important that students visit the course website very early in the semester and often throughout the semester. Detailed instructions for the assignments are offered on the course website. Assigned tasks are intended to aid students in connecting classroom learning with work-based learning and vice versa.

METHODS OF EVALUATION:

Students may opt to take this course for a Pass/Fail grade. To take this class for a Pass/Fall grade, the student must be registered as such. If he/she is not registered in this way, and wants to be so, he/she must complete and submit an “ADD/DROP” by the second week of the semester. This option may not be used as a “safety net” later in the semester. Students must understand that all the same work is required under this option.

The following grading scale will be used for evaluating student deliverables:

- Well thought out answer, used learning from text and class, good effort applying classroom learning to work and work to the classroom (receives full credit)
- Deliverable barely meets instructor’s expectations, needs more effort, need to demonstrate learning (receives half credit)
- Not acceptable; shows no effort or thought to demonstrate learning and understanding (receives no credit)

The standard grading scale will be:

- A = 90% - 100%
- B = 80% - 89%
- C = 70% - 79%
- F = 69% and below
CAMPUS STATEMENTS AND NOTIFICATIONS:

**Consumer Information** - In 2008, the federal government required all post-secondary institutions offering federal financial aid programs to provide key data to both prospective and current students. To comply with this requirement, Lewis-Clark State College has developed a consumer information page, which may be accessed at [http://www.lcsc.edu/student-consumer-information/](http://www.lcsc.edu/student-consumer-information/)

**Disability Accommodations** - Students requiring special accommodations or course adaptations due to a disability and/or a health-related issue should consult their course instructors and the LCSC Student Counseling Center immediately (RCH 111, 792-2211). Official documentation may be required in order to provide an accommodation and/or adaptation.

**Student Rights and Responsibilities** - Students have the responsibility for knowing their program requirements, course requirements, and other information associated with their enrollment at LCSC. Students should review the LCSC General Catalog ([http://webdev.lcsc.edu/catalog](http://webdev.lcsc.edu/catalog) and the LCSC Student Handbook ([http://www.lcsc.edu/media/1152314/13-14-Student-Handbook-Revised.pdf](http://www.lcsc.edu/media/1152314/13-14-Student-Handbook-Revised.pdf)) for more information.

**Accidents/Student Insurance** - Students participating in LCSC classes normally must look to their personal health insurance policy (Student Health Insurance Plan or comparable private coverage) should an accident occur. In the event of an accident, please seek medical help, if necessary, and report the incident to LCSC Security (792-2226). Fieldtrips or other special student activities may also require students to submit a signed participation waiver (forms can be obtained from the supporting Division Office).

**Enrollment Verification/Attendance** - Students who are not actively pursuing their classes may have to repay part or all of their financial aid awards depending upon the circumstances.

**Academic Dishonesty** - Academic dishonesty, which includes cheating and plagiarism, is not tolerated at LCSC. Individual faculty members will impose their own policies and sanctions regarding academic dishonesty. Students who are accused of being academically dishonest may be referred to the VP for Student Affairs for official disciplinary action.

**Illegal File Sharing** - Students using LCSC’s computers and/or computer network must comply with the college’s appropriate use policies and are prohibited from illegally downloading or sharing data files of any kind. Specific information about the college’s technology policies and its protocols for combating illegal file sharing may be found on the VP for Student Affairs’ web page ([http://www.lcsc.edu/student-affairs/student-code-of-conduct](http://www.lcsc.edu/student-affairs/student-code-of-conduct)).

**Diversity Vision Statement** - Regardless of race, color, age, sex, religion, national origin, disability, veteran status, or sexual orientation, you will be treated and respected as a human being.

**Disclosures** - During this course, if you elect to discuss information with me which you consider to be sensitive or personal in nature and not to be shared with others, please state this clearly. Your confidentiality in these circumstances will be respected unless upholding that confidentiality could reasonably put you, other students, other members of the campus community, or me in danger. In those cases or when I am bound by law to report what you have told me, such as incidents involving sexual assault or other violent acts, I will submit a report to appropriate campus authorities.

**BTS Acceptable Use of Technology Statement** - Students enrolled in any BTS program or course have the right and privilege to use computer systems and networks as far as that use does not violate guidelines set forth by the college and division. All computer use must comply with the LCSC policy and procedures No. 1.108 and the Appropriate Use of Technology Guidelines found at [www.lcsc.edu/it/Policy___Procedures/LCSCFY2002AppropriateUse.htm](http://www.lcsc.edu/it/Policy___Procedures/LCSCFY2002AppropriateUse.htm). Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Since electronic information is volatile and easily reproduced, users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws.

**REQUIRED DELIVERABLES:**

**General Employment Application** - This is a simple employment application. It can be used by advisors to know more about the student’s education, work experience, skills, training and interests. An application is typically created by an employer as to influence the information that is shared.
Resume' - A document prepared by the individual in which a lot of the same information is shared as on an application, but the information given and the format in which it is presented is influenced by the individual. For help and resources on developing an effective personal resume', it is suggested that students visit the following campus Career & Advising Services office.

**Personal & Career Interests Form** - is for students to introduce their personal and career goal. This form will aid the student to discover what is most important for their life. This is also used by the advisor to mentor the student's priorities and behavior styles to best pursue these interest. Ultimately, the finished report can be used by an advisor in their tasks of exploring opportunities the student.

**5 Year Plan** - Using the old adage that if you don't where you want to be and how to do it, you will be very lucky to get there. So, your assignment is to write a description of where you want to be in five (5) or so years. This plan should include personal and career goals as well as the steps needed to get there.

**Personal SWOT Analysis** - Used by advisors to learn more about the individual student and help match students with positions that will be mutually rewarding to the employer and the student.

**Employment Interests** - Many students who graduate from Lewis-Clark State College want to work in the local economy and/or within the same type of work they have experience in. Keeping on with what one is already doing can be a great strategy, but it is also recommended to consider other business organizations, career fields, etc. This assignment affords the opportunity for students to deliberate on these such opportunities.

**Work Site Information Form** - Once a Co-Op or Work-Based Learning position has been established and agreed upon, this form is used to officially document that it is indeed this type of arrangement.

**Learning Agreement** - This form is used to plan the learning objectives and types of learning activities the student will perform at the work site during the period being agreed upon.

**Release Of Information Form** - Gives official permission for the advisor and work site supervisor to discuss the student’s progress during the work-based learning agreement. Advisors may also share with potential employers about a specific student in hopes of helping to gain such a work-based learning position. Information shared is to be related and pertinent to the position and the employee's ability/interests in that position.

**Weekly Experience Reports** – Students are to submit weekly reports that help them reflect on and document their experiences and apply it to what they are learning in classes. These are due each Monday reporting on the prior week.