

COURSE OUTLINE

COOP 190 Internship I 1 or 2 Semester Hour(s)

HOWARD COMMUNITY COLLEGE

(Note: Registration for this course must be coordinated through Academic Support and Career Services, L 140)

Course Description

Upon completion of this course, students will have enhanced skills by linking concepts and theories with application and understanding through experiential opportunities in a workplace setting.

Overall Course Objectives

Upon completion of this course, the students will be able to:

1. Apply classroom concepts to the workplace needs.
2. Demonstrate the ability to respond to the non-routine problems that arise in a working environment.
3. Document work accomplished in a specific time period.
4. Demonstrate the ability to effectively communicate with customers and coworkers.

Major Topics

- I. Critical Thinking / Problem Analysis
- II. Communications Skills
- III. Teamworking Skills
- IV. Content Skills

Course Requirements

One credit: **Six-week** course will require a minimum of **ten experiential** hours per week.

Two credits: **Eight-week** course will require a minimum of **fifteen experiential** hours per week

Through guidance, direction and pairing with employees, the students will learn by dividing their time to include approximately:

-35% observing others performing specific tasks.

-65% assisting, demonstrating and performing the required task.

The student will document their learning in a final report and prepare a portfolio of their work.