



**Course Prefix/Number/Title :** GERO 297 Cooperative Education

**Number of Credits:** 1-6

**Course Description:**

Cooperative education provides the student majoring in Caregiver Services (GERO-Gerontology) with practical field experience in an off- campus service setting under the direct supervision of a qualified agency supervisor.

**Pre-/Co-requisites:** Near Completion of Course work/Completion of Course work

**Course Objectives:**

- To provide practical work experience in a Caregiver Services/ (GERO- Gerontology) related agency or program under professional guidance and supervision.
- To provide an opportunity to test philosophies and concepts learned in the classroom through related work experience.
- To provide an opportunity for both the university faculty and the agency supervisor to
- evaluate the student in terms of skills and competencies for his/her professional preparation, goals and aspirations.

**Instructor:** Jim Holben LMSW, CTRS/CPRP

**Office:** Can be reach through course e-mail or through Dakota College e-mail

**Office Hours:** The course is checked daily throughout the semester and will answer questions at that time.

**Phone:** N/A

**Email:** Jim.Holben@dakotacollege.edu

**Lecture/Lab Schedule :** None- Since This is a Cooperative Education/ field work experience/internship experience On-Line course follow calendar and weekly schedule posted in the course for submission of Cooperative Education Documents.

**Textbook(s):** None

**Course Requirements:** Students must have access to a computer with specific versions of Internet Explorer or Fire Fox. To see which versions are compatible, please refer to our pages.

**Tentative Course Outline:**

This course follows the traditional on-campus semester timeline for an 8 week/16week course and summer session times lines for a summer session. It begins the first day of the semester and concludes at Mi- term/ end of the semester. Depending on the number of credits the student is enrolled in for the course. Students are expected to complete the course in that timeframe. Should an emergency occur, students need to contact the instructor. If a student elects to discontinue the course at any time, s/he must complete the online drop/withdraw form found on Dakota College Online Campus homepage. Students must Complete the Cooperative Education experience and submit the require Cooperative Education Log and Paperwork.

Cooperative Education Log _____	200 Points
Cooperative Education Paper _____	50 point
Cooperative Education Paperwork_	250 Points
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Total Points	5000

**General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s):**

- Critically analyze an agency program when providing caregiver services.
- Analyze the skills necessary to access, plan, develop, implement programs in caregiver services
- Describe the history and value of caregiver services for individuals with disabilities, and the responsibilities of the agency providing services.
- Describe and evaluate the administrative rule, laws, and different programs, that apply to Caregiver services. Define the Resource agencies have available to assist them with management in providing caregiver services.
  
- Employs industry-specific skills in preparation for workplace readiness
- Demonstrate effective oral and written communication

**Relationship to Campus Focus:**

- To provide practical work experience in a Caregiver Services/ (GERO- Gerontology) related agency or program under professional guidance and supervision.
- To provide an opportunity to test philosophies and concepts learned in the classroom through related work experience.
- To provide an opportunity for both the university faculty and the agency supervisor to
- evaluate the student in terms of skills and competencies for his/her professional preparation, goals and aspirations.

**Classroom Policies:**

- Regular participation in the class is expected.
- Every assignment is done online or in your community and then sent to the Instructor through an assignment drop box located within the course. Quizzes/Tests are completed online. Students are NOT expected to come to the campus at any time.
- Your final grade is determined by dividing total points earned by total points possible. There is a total of 500 points possible for this course.
- Completion and submission of Cooperative Education Log
- Cooperative Education Paperwork

Grades will be calculated using the following criteria:

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F= 59 and below

**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.

All submitted work is to be your own.

- Students are responsible for submitting their own work. Student work must not be plagiarized.
- Students must not cooperate on oral or written examinations or work together on evaluated assignments without authorization.

To learn how to avoid plagiarism in your work, review the website from Purdue University, [Is It Plagiarism Yet?](#)

Violations of academic principles such as cheating, plagiarism or other academic improprieties will be handled using the guidelines outlined in the [Student Handbook](#) on pages 18, 19, and 37.

**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.