

## Dakota College at Bottineau Course Syllabus

**Course prefix/number/title:** AH 297 – Cooperative Education: Medical Administrative Assistant/Medical Assistant

**Number of credits:** 1-6

**Course Description:** An internship is required of most AAS and, in some cases, certificate programs. 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 40 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:** Advisor approval and completion of AH 136 Clinical with a grade of 'C' or higher

**Course Objectives:**

- 1) Hands-on learning through real world work experience in urban forest management.
- 2) Increased understanding of the management of natural resources, particularly urban forest management.
- 3) Acquire workplace-ready skills in urban forest management.
- 4) Develop working relationships with professionals in the urban forest management field.
- 5) Apply learning from the curriculum to a work environment.

**Instructor:** Ashley Pedie

**Office:** Thatcher Hall 1104

**Office Hours:** By appointment

**Phone:** (701) 228-5615

**E-mail:** [ashley.pedie@dakotacollege.edu](mailto:ashley.pedie@dakotacollege.edu)

**Lecture/Lab: Schedule:** By arrangement

**Textbook:** None

**Course requirements**

*-Work Experience:* Students must work a minimum of 40 hours in approved work environment to earn one credit. A minimum of one credit is needed, but students can earn up to six credits.

*-Before Work Documents:* Students must submit the Approval of Worksite and the Employer Agreement form before work begins to receive credit.

*-During Work Document:* Students must submit an hourly log of time worked, with description of the work to be submitted no later than the last regular class of the semester. Log must be signed by worksite supervisor.

*-Post Work Documents:* Students must complete and submit the Student Survey Document. The Employer Performance Evaluation must be submitted directly to course advisor from the student's internship worksite supervisor. Email must come directly from supervisor's email, not the student's email.

These forms must be submitted no later than the last regular day of the semester. Students must complete the required number of hours and complete/submit all paperwork to earn a satisfactory grade.

**Tentative Course Outline:**

- Weeks 1-2: Work with prospective employers to establish co-op site. Complete required pre-employment paperwork.
- Weeks 3-15: Complete required work hours and/or specific project
- Week 16: Submit final paperwork and hourly log

**CTE Competency/Department Learning Outcomes (LO):**

CTE Competency #1: Employs industry-specific skills in preparation for workplace readiness.

**Relationship to Campus Theme:** This course addresses the campus theme by incorporating the role of natural resource management plays in our everyday life and the impact it has in our natural world.

**Classroom Policies**

None. The cooperative education experience is conducted out of the classroom in a workplace environment.

**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.