

Dakota College at Bottineau Course Syllabus

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 LCSW, 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: james.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.

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

Total Points

5000

General Education Goals/Objectives:

- 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.

Relationship to Campus Theme:

- 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.

Evaluation

- 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 essential information conveyed via campus email rests with the student.

Academic Integrity:

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 and Special Needs: If you have a disability for which you need accommodation, contact the Learning Center to request disability support services: phone 701-228-5477 or toll-free 1-888-918-5623. The instructor will make necessary accommodations