University of Hawaii
Proposal to Initiate, Modify, or Delete a Course

1. Type of Action
   [ ] A. Addition  [ ] Regular or [ ] Experimental or [ ] Other (click and type to specify)
   [ ] B. Deletion
   [ ] C. Modification: [ ] in credits  [ ] in title  [ ] in number or alpha
   [ ] in prerequisites or co-requisites  [ ] Other

2. New Alpha, Number, and Title  
3. Credits

4. Old Alpha, Number and Title  
BUSN 193V Cooperative Education

5. Credits 1 – 4 variable

6. New Catalog Description
Cooperative Education provides practical career-related work experience through a program used nationally in colleges and universities to apply classroom knowledge and to develop job competencies. Full-time or part-time work in private and public sectors of the business, government and industrial communities is utilized for this program. The number of credits earned depends upon the number of hours spent at the job station during the semester. To receive credit for cooperative education, the student must complete a minimum of 60 work hours per credit and participate in class activities. May be repeated up to 4 credits. No more than 12 credits in any combination of Independent Study or Cooperative Education may apply to the degree requirements.

7. Select box and type specific information in text box.
   [ ] Prerequisites  [ ] Corequisites or Other
   [ ] Recommended Preparation
   [ ] Department/instructor approval.

8. Student Contact Hours Per Week
   Lecture
   Lecture/Lab
   Lab
   Other (click to specify) 1 – 4 Contact Hours

9. Proposed Date of First Offering
   Semester  Fall
   Year  2009

10. This course  [ ] is proposed for the * Program.  [ ] can fulfill elective credit If Other, specify

11. This course makes no difference in the number of credits required for the program/core.

12. Equivalent or similar courses offered in the UH System:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Alpha, Number, Title</th>
<th>Campus</th>
<th>Alpha, Number, Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HawaiiCC</td>
<td>BUSN 193V Cooperative Education</td>
<td>LeewardCC</td>
<td>BUSN 193V Cooperative Education</td>
</tr>
<tr>
<td>KauaiCC</td>
<td>BUSN 193V Cooperative Education</td>
<td>MauiCC</td>
<td>BUSN 193V Business Technology Cooperative Education</td>
</tr>
</tbody>
</table>

13. This course is (check one and click in appropriate textbox and provide details):
   Provide details of existing or desired articulation (date, college(s), purposes, pre-major, etc.) in this space:
   See http://www.hawaii.edu/vpaas/system_aa/articulation/articulation.html (August 2008 with BUSN Programs at HawaiiCC, KauaiCC, LeewardCC, and Maui CC.)

   [ ] Appropriate for Articulation with
   Provide details of existing or desired articulation (date, colleges(s), purposes, pre-major or major, etc.) in this space:

   [ ] Not yet appropriate for Articulation.

14. Reason for Initiating, Modifying or Deleting Courses or Other Pertinent Comment:
   This modification will allow Windward Community College to comply with the agreement. See Item 13.

Requested by:  
Approved by:  

SUBMIT TO: UCA Clearinghouse, Attn: John Muth
Chancellor's Office for CC, 2327 Dole Street
Revised 1/19/01
University of Hawaii
Proposal to Initiate, Modify, or Delete a Course

Levels of Review of Course Proposal at Windward Community College

Course Alpha, Number, and Title: BUSN 193V Cooperative Education

Signatures

1. Department Area (more than one departmental instructor’s signature required)

   [Signatures]

   [Dates]

   11/14/08
   11/14/08
   11/14/08

2. Department

   [Signature]

   Department Chairperson: [Signature]

   Was this course discussed in a department meeting? ☐ Yes ☐ No

   [Dates]

   11/14/08
   10/17/08

3. Division

   [Signature]

   [Dates]

   11/24/08

4. Curriculum Committee Review

   Approved ☐

   Disapproved ☐

   Reason:

   [Signature]

   Curriculum Committee Chairperson

   [Dates]

   01/13/09

SUBMIT TO: UCA Clearinghouse, Attn: John Muth
Chancellor’s Office for CC, 2327 Dole Street
Revised 1/19/01
BUSN 193V Cooperative Education
Variable 1 – 4 credits

INSTRUCTOR:  
OFFICE:  
OFFICE HOURS:  
TELEPHONE:  
EFFECTIVE DATE: Fall 2009

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

Windward Community College is committed to excellence in the liberal arts and career development; we support and challenge individuals to develop skills, fulfill their potential, enrich their lives, and become contributing, culturally aware members of our community.

CATALOG DESCRIPTION

Cooperative Education provides practical career-related work experience through a program used nationally in colleges and universities to apply classroom knowledge and to develop job competencies. Full-time or part-time work in private and public sectors of the business, government, and industrial communities is utilized for this program. The number of credits earned depends upon the number of hours spent at the job station during the semester. To receive credit for cooperative education, the student must complete a minimum of 60 work hours per credit and participate in class activities. May be repeated up to 4 credits. No more than 12 credits in any combination of Independent Study or Cooperative Education may apply to the degree requirements.

STUDENT LEARNING OUTCOMES

1. Perform duties at a worksite according to industry standards.
2. Evaluate career choice based on personal traits, industry expectations, and work experience.
## COURSE CONTENT

### Concepts

1. Concepts
   a. Co-op placement/internship process
   b. Career goal-setting
   c. Industry standards (soft skills, ethical, safety regulations) and performance expectations
   d. Professionalism
   e. Organizational structure and functions
   f. Concepts and theories from major coursework
   g. Organizational structure and functions.

2. Issues
   a. Bridging the gap between classroom theory and real workplace
   b. Aloha spirit, customer service
   c. Sensitivity to diverse populations and cultures

### Skills:

1. Apply job readiness skills to obtain a cooperative education/internship position.
   a. Complete and submit a résumé and cover letter to a prospective employer.
   b. Interview for a co-op/ internship placement.
   c. Clarify career goals and aspirations.
   d. Identify career options in the business field.
   e. Use appropriate industry jargon.

2. Apply classroom knowledge and skills to perform duties at the worksite according to industry standards in a field relating to the student’s major.
   a. Demonstrate critical thinking and decision-making skills.
   b. Demonstrate team skills.
   c. Communicate thoughts clearly in verbal and written form.
   d. Demonstrate effective listening skills.
   e. Demonstrate positive non-verbal skills.
   f. Demonstrate a positive work ethic (pride in work, timeliness, good attitude, etc.).
   g. Discuss workplace ethics (e.g. confidentiality, harassment laws, stealing, workplace violence).
   h. Demonstrate reliability.
   i. Adhere to safety standards.
   j. Manage time and resources (including prioritizing work assignments).
   k. Accept direction with a positive attitude.
   l. Project willingness to learn new techniques and procedures.
   m. Maintain professional appearance in accordance with dress codes and grooming policies.
   n. Maintain positive relations with co-workers and customers.
   o. Understand and use relevant technology appropriately.
   p. Solve job-related problems.
   q. Identify organizational structure of the
workplace.

r. Explain where a position fits and how it interrelates within the organizational structure.
s. Validate career goals and aspirations as a result of the work experience.

COURSE TASKS

Grading may be done on a point system with the final grade scale as follows:
90 - 100% = A
80 - 89% = B
70 - 79% = C
60 - 69% = D
59% and below = F

FINAL GRADE:
Required Forms 20%
Time Sheets and Monthly Activity Reports 20%
Evaluations 20%
Scheduled Meetings and Participation 20%
Assignments 20%

FINAL GRADE TOTAL 100%

LEARNING RESOURCES

1. Hovland, Michael. Partners™ The Noel/Levitz Student Employee Development Program Noel/Levitz National Center for Staff Selection and Development, Inc.

2. Various forms provided by instructor

DISABILITIES ACCOMMODATION STATEMENT

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Ann Lemke can be reached at 235-7448, lemke@hawaii.edu, or you may stop by Hale ʻAkoakoa 213 for more information.

Revised May 10, 2007
TO: Credit Curriculum and Academic Affairs Committee

FROM: Emi Troeger

DATE: November 17, 2008

RE: Course Modifications: BUSN 121 and BUSN 193
    Course Addition: BUSN 160
    New program proposal: Certificate of Competence, Clerical Employment Success

The following modifications are presented in order to comply with the Business Technology (BTEC) Agreement signed in August 2008 (http://www.hawai.ledu/vpaa/system_aa/articulation/articulation.html).

<table>
<thead>
<tr>
<th>No. &amp; Alpha</th>
<th>Title</th>
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<tbody>
<tr>
<td>BUSN 121</td>
<td>Introduction to Word Processing</td>
<td>Course description</td>
</tr>
<tr>
<td>BUSN 193V</td>
<td>Cooperative Education</td>
<td>Course description</td>
</tr>
</tbody>
</table>

The following course addition is proposed:

<table>
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<th>Action</th>
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</thead>
<tbody>
<tr>
<td>BUSN 160</td>
<td>Telephone Techniques and Communication</td>
<td>New course proposal</td>
</tr>
</tbody>
</table>

A Certificate of Competence is proposed in Clerical Employment Success to provide entry-level clerical training. Courses to be included will be as follows:

- BUSN 121 Introduction to Word Processing
- BUSN 160 Telephone Techniques and Communication
- BUSN 166 Professional Employment Preparation (cross-listed as IS 105C)

Employment Outlook

Outlook: According to the Occupation Outlook Handbook (2008-2009 edition), nationwide, “Receptionists and information clerks are expected to increase by 17 percent from 2006 to 2016, which is faster than the average for all occupations. Employment growth will result from rapid growth in the following industries: offices of physicians, legal services, employment services, and management and technical consulting.”

Data found in the Hawaii Workforce Informer indicates that 360 annual openings for Office Clerks are anticipated (http://www.hiwi.org/cgi/dataanalysis/occpriReport.asp?menuchoice=occpri). Under the category of Office and Administrative Support, 3,130 annual openings are anticipated in the City and County of Honolulu. The Hawaii Workforce Informer is sponsored by the State of Hawaii Dept. of Labor and Industrial Relations.
Potential Partnership with Department of Education

If approved, this program sets in place the groundwork that would allow students who take the equivalent of BUSN 121 in area public high schools to earn college credit, providing they pass the BUSN 121 Exam, which was approved by the Business Technology Program Coordinating Council at its August 2008 meeting. A proposal to formally align BUSN 121 with the Department of Education is currently “on the table.”

Potential Partnership with Employment Training/Office of Community and Continuing Education

If approved, this program may lead to a cooperative arrangement with the noncredit side of Windward Community College with BUSN 160, Telephone Techniques and Communication. The SLOs may be chunked and divided into smaller noncredit courses and offered through both OCCE and the Windward Community College credit offerings. Gerri Kabei, ETC/OCCE, agreed to work on this project.

Summary

Windward Community College already has two of the three required courses in place. The addition of a 1-credit BUSN 160 course will provide the SLOs needed for a graduate to obtain entry-level employment.