PROPOSAL TO INITIATE, MODIFY OR DELETE A COURSE

1. TYPE OF ACTION
   A. Addition [X] Regular  [ ] Experimental  [ ] Other
   B. Deletion
   C. Modification [ ] in credits  [ ] in title  [ ] in number or alpha  [ ] in prerequisites  [ ] Other

2. NEW ALPHA, NUMBER AND TITLE: ICS 193V: Coop. Ed./Internship/Practicum

3. CREDITS: 1-3 lecture

4. OLD ALPHA, NUMBER AND TITLE

5. CREDITS

SEE ATTACHED

6. NEW CATALOG DESCRIPTION

SEE ATTACHED

7. PREREQUISITES

SEE ATTACHED

8. STUDENT CONTACT HOURS PER WEEK
   Lecture 1-3  Lecture/Lab  Lab
   Other (specify)

9. PROPOSED DATE OF FIRST OFFERING
   Summer 1998

10. THIS COURSE  [ ] IS REQUIRED  [X] IS AN ELECTIVE FOR THE WCC Program/Core
    [ ] CAN FULFILL

11. THIS COURSE  [ ] INCREASES  [ ] DECREASES  [ ] MAKES NO CHANGE IN
    NUMBER OF CREDITS REQUIRED FOR THE PROGRAM/Core

12. SIMILAR COURSES OFFERED ELSE WHERE:
    College(s): Kapiolani  Leeward  Maui
    Alpha. Number. Title:
    BCIS 193: Coop. Ed./Internship/Practicum
    ICS 193: Coop. Ed./Internship/Practicum

13. THIS COURSE IS
    [ ] ALREADY ARTICULATED  [ ] APPROPRIATE FOR ARTICULATION  [ ] NOT YET APPROPRIATE FOR
    ARTICULATION
    (Provide details of existing or desired articulation (date, college(s), purposes, pre-major or major, etc.)

14. REASON FOR INITIATING, MODIFYING OR DELETING COURSE OR OTHER PERTINENT COMMENT:

SEE ATTACHED

REQUESTED BY:  Date

APPROVED BY:  Date

PROVOST  Date

CCCM #6100
(Amended for WCC use Sept. 1991)
6 Cooperative program between the student and an employer or the college that integrates classroom learning with supervised practical experience. Reflects the student's major interest area and the availability of job assignments. Offers the opportunity to develop workplace employability skills dependent on job assignments and course of study. Seventy-five hours of work per semester is required for each credit earned. Repeatable up to 3 credits.

7 Various as determined by the particular course of study and placement of the cooperative education/internship/practicum in the sequence of courses.

14 To offer students who are helping maintain the college's computer labs credit for their on-the-job training. Not only will this benefit students, but it will support the ACS staff. With our present budget limitations, it will give the ACS coordinator a pool of more qualified applicants.
<table>
<thead>
<tr>
<th>Signatures</th>
<th>Dates</th>
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<tbody>
<tr>
<td>1. Subject Area (one or more instructors in the area)</td>
<td>9-18-97</td>
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<tr>
<td>9-18-97</td>
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2. Department
Department Chairperson

Was this course discussed in a dept. mng. Yes
9-18

3. Division
Assistant Dean of Instruction

9-26-97

4. Curriculum Committee Review
Approved
Disapproved
Reason:

Curriculum Committee Chairperson 10/21/97
WCC FORM FOR NEW COURSE PROPOSALS

Course: ICS 193v Cooperative Education/Internship/Practicum
Submitted by: Peggy Regentine
Date: September 1997

1. ICS 193v meets the needs and goals of WCC, the Business Department, and the community in the following ways:
   • Offers a win/win situation for the ACS Coordinator and the college. Students will be given on-the-job training and credit. Our limited computer lab staff will have motivated students who can help maintain the increasing number of computing labs on campus. Considering the fact that administration has stated that no growth will occur in computer staffing area, and computer labs are increasing, this creative solution would benefit both students and instructors.
   • Offers students necessary skills for new jobs (By the year 2000, 60% of new jobs will require computer and networking skills - Reed Hundt - Federal Communications Commission)
   • Enhances the vocational-technical programs to provide access to broader career clusters. (Goal B #2 ADP Plan 1996-2002)
   • Adds new courses to keep up with technology and community needs. (Goal B #2 a)
   • Enables faculty, staff, and students to improve teaching, learning, communications and personal productivity through the use of appropriate information technologies. (Goal B #3 b)
   • Builds a strong technology support organization to foster effective use of technology in improving teaching, learning, communication, and personal productivity. (Goal E #4)
   • Enforces the University of Hawaii Planning and Policy Seminar statement on General Education Goals “To develop students who are informed users of appropriate information technologies and who are able to make informed choices among changing technologies.”

2. No additional staff, equipment, or facilities will be needed.

3. Kapiolani Community College, Leeward Community College, and Maui Community College are presently offering the same course.

4. No, this course is NOT experimental and unique to WCC.

5. Yes. This course would be similar to a 4 year college’s cooperative education effort.

6. Outline Attached.

7. The course is NOT yet appropriate for transfer.
Course Outline

WINDWARD COMMUNITY COLLEGE

COURSE: ICS 193V Cooperative Education/Internship/Practicum

CREDIT HOURS: 1 - 3 Variable

PREREQUISITES: Various as determined by the particular course of study and placement of the cooperative education/internship/practicum in the sequence of courses

REQUIRED TEXTS: Various as determined by the particular course

INSTRUCTORS: Staff

OFFICE:

OFFICE PHONE:

OFFICE HOURS:

COURSE DESCRIPTION: Cooperative program between the student, an employer, and the College that integrates classroom learning with supervised practical experience. Reflects the student's major interest area and the availability of job assignments. Offers the opportunity to develop workplace employability skills dependent on job assignments and course of study.

REQUIREMENTS COURSE SATISFIES:

AT WCC: Business Technology Certificate of Completion

HOURS PER WEEK: 1 - 3 credit hours

SPECIFIC COURSE OBJECTIVES: Upon completion of this course, the student should be able to:

a. Perform activities in a cooperative work environment involving such areas as routine tasks, problem or crisis situations, creative suggestions or initiatives, personal development, work attitudes, and other competencies as determined by the instructor and the employer.
b. Demonstrate the understanding of overall competencies, such as analyzing or describing the job assignment in relationship to principles, concepts or procedures covered in the field of study to demonstrate practical work place experience and relate that experience to the course of study.

c. Demonstrate workplace ethics, behavior, team work and interpersonal relations that meet industry standards for the student’s chosen course of study.

d. Identify the personal qualities, work habits, and attitudes that lead to professionalism in the work place.

COURSE CONTENT
Topics to be covered:

Employment assignments and opportunities available to gain hands-on experience in a chosen ICS course of study.

Future employment, job descriptions, and performance expectations.

Rules, regulations, and policies that would be contained in an employee/employer handbook.

Work place skills — i.e., time management, work scheduling, decision-making, ethics, customer service, problem resolution, team work, performance evaluation.

EVALUATION
The requirements for this course will be listed in a contract between the student, work supervisor, and the instructor handling the course.

The letter grade for the course will be given as follows:

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<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
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<tbody>
<tr>
<td>A</td>
<td>90 - 100%</td>
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<tr>
<td>B</td>
<td>80 - 89%</td>
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<tr>
<td>C</td>
<td>70 - 79%</td>
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<tr>
<td>D</td>
<td>60 - 69%</td>
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<tr>
<td>F</td>
<td>Below 60%</td>
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