SYLLABUS

ARTS 2389:  **Cooperative in Art** (2401035212) 0-7

**TEXTBOOK:**  
Thinking on Your Feet, Marlene Caroselli, Crisp Publications  
Life is an Attitude!, Elwood Chapman, Crisp Pub.  
Effective Networking, Venda Raye-Johnson, Crisp Pub.

**COURSE DESCRIPTION:**

An instructional program designed to integrate on-campus study with practical hands-on work experience in art. In conjunction with work experience, the student will set specific goals and objectives in the study of art. Credit will be given for only one cooperative course (2389).

**GENERAL COURSE COMPETENCIES:**

1. The student will gain practical work experience directly related to his/her major field of study. The student will be able to apply classroom instruction to actual on the job field experiences. The student will enhance the work experience through quality evaluation sessions with the student, the employer and the coordinator.

2. The student will gain an understanding of the importance of being able to communicate with colleagues and customers. The student will understand the importance of developing confidence in speaking before an audience and handling difficult questions during meetings.

3. The student will gain an understanding of the five building blocks for successful self-management - Perspective, Purpose, Personality, Planning and Productivity. The student will understand and be able to explain the self-management process of maximizing their time and talents to achieve worthwhile goals based on a sound value system.

4. The student will understand the importance a proper attitude plays in the workplace. The student will gain an understanding of what a positive attitude is and how a positive attitude affects the work environment. The student will understand how to manage anger and make anger work for the student. The student will gain an understanding of how to concentrate on positive job factors and counter negative drift.
5. The student will gain an understanding of the importance of networking and how networking works in terms of finding jobs and advancing in a career. The student will understand the people skills necessary for effective networking.

6. The student will gain skills in job search, resume writing, interview techniques, and networking for jobs.
CRITERIA FOR DEMONSTRATIONS EVALUATIONS

Upon successful completion of the course of instruction the student should successfully be able to:

SKILL: Understand the Relationships Between Course Work & the Work Experience

CRITERIA: Demonstrate what was gained from practical work experience directly related to his/her major field of study. The student will be able to apply what was learned during the work experience to course work and to actual job performance following graduation. The student will enhance the work experience through quality evaluation sessions with the coordinator, the student and the employer. The student will be evaluated for total competency.

The student will:

A. Be able to discuss what was gained from the work experience.
B. Be able to apply what was learned during the work experience to course work and to actual job performance following graduation.
C. Enhance the work experience through quality participative evaluation sessions with the coordinator, the student and the employer.

REMEDIATION: Peer tutoring, additional assignments, and practical exercises.

SKILL: Understand How to Communicate Effectively with Colleagues

CRITERIA: Demonstrate an understanding of the importance of being able to communicate effectively with colleagues and customers. The student will understand the importance of developing confidence in speaking before an audience and handling difficult questions during meetings.

The student will:

A. Understand the importance of communicating effectively with colleagues and customers.
B. Understand the importance of developing confidence in speaking before an audience and handling difficult questions during meetings.
SKILL: Understand the Importance of Successful Self-Management

CRITERIA: Demonstrate an understanding of the five building blocks for successful self-management - Perspective, Purpose, Personality, Planning and Productivity. The student will know and be able to explain the self-management process of maximizing their time and talents to achieve worthwhile goals based on a sound value system.

The student will:

A. Know the five building blocks for successful self-management.
B. Be able to explain the self-management process to achieve personal effectiveness.

SKILL: Understand the Importance a Proper Attitude Plays in the Workplace

CRITERIA: Demonstrate an understanding of the need for maintaining a positive attitude and use it to control your outlook on life. The student will understand and be able to discuss the effect a positive attitude plays in the workplace. The student will understand what a positive attitude is and how attitude directly relates to job productivity and team leadership. The student will gain an understanding of how to manage anger and turn anger into a positive motivational tool. The student will understand how to concentrate on positive job factors and counter negative drift.

The student will:

A. Understand and be able to discuss the effect a positive attitude plays in the workplace.
B. Understand what a positive attitude is and how attitude directly relates to job productivity and team leadership.
C. Understand how to manage anger and turn anger into a positive motivational tool.
D. Understand how to concentrate on positive job factors and counter negative drift.
REMEDIATION: Peer tutoring, individual instruction, additional assignments, practical exercises.

SKILL: Understand the Fundamentals and Importance of Networking

CRITERIA: Explain the two components of an effective network. The student will be able to explain the importance of networking and how networking functions in terms of finding jobs and advancing in a career. The student will understand and be able to explain the people skills necessary for effective networking.

The student will:

A. Be able to explain the two components of an effective network.
B. Be able to explain the importance of networking and show networking functions in terms of finding jobs and advancing in a career.
C. Understand and be able to explain the people skills necessary for effective networking.

REMEDIATION: Peer tutoring, individual instruction, additional assignments, practical exercises.

SKILL: Understand How to Search for a Job, Write a Resume, Interview, and Network

CRITERIA: Demonstrate how to search for a job, write a resume, interview, and network for jobs.

The student will:

A. Know how to search for a job.
B. Know how to write a resume.
C. Be able to interview properly.
D. Know how to network for jobs.

REMEDIATION: Peer tutoring, individual instruction, additional assignments, practical exercises.

METHODOLOGY
TEACHING METHODS:

- Cooperative Work Experience
- Student, Coordinator, Employer Conference
- Practical Exercises
- Role Playing
- Classroom Discussion

EVALUATION METHODS:

- Attendance/Punctuality
- Class Participation
- Written Exercises
- SIGI PLUS (System of Interactive Guidance & Information PLUS) - Student - Coordinator - Employer Evaluations
Special Note: If you have a documented disability that will impact your work in this class, please contact instructor to discuss your needs.
COOPERATIVE EDUCATION

STUDENT: ________________________________ SEMESTER: _______________

FACULTY ADVISOR: _____________________________ DATE: _____________

PRESENT EMPLOYER: ________________________________________________

LEARNING OBJECTIVES:

1. Student will learn preparation and organizational skills for presenting art information to a group of young students.
2. Student will begin to comprehend the learning/teaching process thru interaction in the classroom as teacher.
3. Student will learn and demonstrate the importance of a proper attitude and/or interaction plays in the workplace.

EVALUATION PROCESS:

Completed by co-op instructor - student will prepare:

1. Written lesson plans demonstrating organizational skills.
2. Written paper summarizing and evaluating of goals and objectives of course.

COMMENTS:

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____________________________________________________________________________
____________________________________________________________________________

Student’s Signature        Date        Faculty Advisor Signature        Date