

COURSE TITLE	COURSE NUMBER
Cooperative Education in Visual Arts	ART 131
INSTRUCTOR	CONTACT
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COURSE DESCRIPTION

Co-op courses are designed to promote career awareness through cooperative work experience in the specific field. Students integrate classroom theory with a monitored and supervised work experience. Periodic meetings with faculty advisor and maintenance of a portfolio and a journal are required. 225 work hours required. Prerequisite: Approval of Curriculum or Department Chair; GPA of 2.5 or higher; 9 earned credits in curriculum-required courses and 3 credits in Composition & Literature I or equivalent for a total of 12 credits; and a major declared in this specific curriculum.

COURSE COMPONENTS

To successfully earn academic credit for an internship, you will be responsible for the following items:

1. Developing a Learning Contract

In the beginning of your work experience develop goals related to your job. Think about what you would like to accomplish during this experience for your own professional development. Formulate a set of well defined goals in coordination with your work supervisor and faculty advisor. This is your opportunity to have input into what you would like to accomplish in this course. Think about what is meaningful for you and your future career goals. The learning contract must be completed in the first two weeks of the placement or grades will be affected.

2. Completing Bi-Weekly Tracking of Objectives

At the end of every two weeks, complete one of the “tracking your objectives” forms in this packet. Try to focus on how you are feeling about your progress, performance, learning, etc. during that particular period. Submit the form to your faculty advisor at the end of each two week period that you work.

3. Submitting Mid Term and Final Employer Evaluations

Be sure that your employer completes these forms at the middle and end of the semester. It is your responsibility to make sure they are submitted to your Faculty Advisor in a timely manner.

4. Submitting a Final Work Experience Report

This report should be completed towards the end of the work semester. Check with your Faculty Advisor as to the specific due date. Follow the guidelines provided in your packet to complete this assignment. This report is a major portion of your grade for the course. Start early and prepare a professional paper.

5. Participating in Group Discussions

The WebCT site includes an area for discussion and list of discussion questions. At the beginning of the semester your Faculty Advisor will let you know how many discussions in which you need to participate.

6. Completing the Required Hours

You will need to complete 180 hours to earn three credit hours.

7. Meeting with Your Advisor

You must meet at least two times with your Faculty Advisor.

**Westchester Community College Cooperative Education/Internship Program
Career & Transfer Center
STC 201
914.606.6760**