

# RARITAN VALLEY COMMUNITY COLLEGE

## ACADEMIC COURSE OUTLINE

**BUSI 290 BUSINESS COOP EDUCATION I**

## I. Basic Course Information

- A. Course Number and Title: BUSI 290 Business Cooperative Education I
- B. New or Modified Course: Modified
- C. Date of Proposal: Semester: Spring Year 2023
- D. Effective Term: Fall 2024
- E. Sponsoring Department: Business & Public Service
- F. Semester Credit Hours: 3
- G. Weekly Contact Hours:
- |                      |
|----------------------|
| Lecture: 0 hours     |
| Work Site: 135 hours |
- H. ☐ Prerequisite (s): Approval of coordinator  
☐ Corequisite (s): None  
☐ Prerequisite (s) and Corequisite (s):
- I. Additional Fees: None
- J. Name and Telephone Number or e-mail Address of Department Chair and Divisional Dean at time of approval:
- Tracy Rimple [tracy.rimple@raritanval.edu](mailto:tracy.rimple@raritanval.edu),  
Patrice Marks [patrice.marks@raritanval.edu](mailto:patrice.marks@raritanval.edu)

## II. Catalog Description

*Prerequisite: Approval of coordinator.* This course serves as an introductory work program in a component of business that provides an experiential learning opportunity for students interested in pursuing a business career. Students will be exposed to the roles of various business practitioners in industry and government. Students will be encouraged to observe and critically analyze the day-to-day operations of business and apply theoretical concepts learned in the classroom to the work environment.

### **III. Statement of Course Need**

- A. Cooperative education opportunities are an integral part of the experiential learning process for students seeking careers in business. This course will afford the student an opportunity to connect the academic material with the day-to-day operations of a business. By interacting with practitioners, students develop marketable skills and begin to establish valuable networks. Through observation and participation, students are better informed to decide on career choices.
- B. This course consists of 135 work hours in a business environment.
- C. This course may transfer as a business program elective. This course would not transfer as a program requirement at AACSB accredited business schools.

### **IV. Place of Course in College Curriculum**

- A. Free Elective
- B. This course is an elective in the Business Management, AAS program and the Business Administration, A.S. General Business option.
- C. To see course transferability: for New Jersey schools go to the NJ Transfer website, [www.njtransfer.org](http://www.njtransfer.org). For all other colleges and universities, go their individual websites.

### **V. Outline of Course Content**

- A. Students will prepare a job description and firm description at the beginning of the semester. Students and employer supervisors will also develop a set of five substantive goals for completion during the course of the semester, and the student will prepare a report at the end of the semester outlining progress against these goals. These goals will be approved by the program coordinator. Students will also keep regular time records, which will be verified by the employer supervisor, and complete regular evaluations of progress toward their goals.
- B. In addition to regular communication and collaboration with the coordinator, the student will attend two scheduled seminars with the business cooperative education coordinator.
- C. Students will write a paper on a topic to be determined by the coordinator that bridges current business issues with their cooperative work experience.

## **VI. Course Learning Outcomes**

### **A. Course Learning Outcomes:**

At the completion of the course, students will be able to:

1. Produce written work that reflects critical analysis of their experience, observation and participation at their company. (GE- 1 \*)
2. Communicate clearly and logically in writing and/or verbally, demonstrating an understanding of the business environment. (GE-1)

(\* Embedded critical thinking)

### **B. Assessment Instruments:**

1. Completion of work hours
2. Written paper
3. Meetings with co-op coordinator

## **VII. Grade Determinants**

- A. Completion of work hours
- B. Written paper
- C. Meetings with co-op coordinator

Modes of teaching and learning:

- A. On-the-job training and participation in the business environment
- B. Independent study
- C. Meetings
- D. Regular communication and collaboration with coordinator

## **VIII. Texts and Materials**

- A. Determined by student's specific worksite.

Please Note: The course outline is intended only as a guide to course content and resources. Do not purchase textbooks based on this outline. The RVCC Bookstore is the sole resource for the most up-to-date information about textbooks.

## **IX. Resources**

The course will take place off-campus, at the workplace, and no special RVCC resources will be required.