

**NEOSHO COUNTY COMMUNITY COLLEGE
MASTER COURSE SYLLABUS**

COURSE IDENTIFICATION

Course Code/Number: BUSI 112

Course Title: Business Field Study

Division: Applied Science (AS) Liberal Arts (LA) Workforce Development (WD)
 Health Care (HC) Lifetime Learning (LL) Nursing Developmental

Credit Hour(s): Two (2)

Effective Date: Fall 2013

Assessment Goal Per Outcome: 80%

COURSE DESCRIPTION

Business Field Study provides credit for related work experience. One of the main goals of the field study program is for students to become aware and to think about workplace skills as needed in the job market and to have an opportunity to apply those skills. Linking formal classroom training to related work experience allows opportunity for cognitive, affective, and psychomotor skills to be developed and applied together. Students are encouraged to be more observant of their workplace environments. Students will be asked to document observations and comments in a journal. The course may be repeated for a total of eight hours credit.

MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES

Concurrent or previous enrollment in a related program of study.

TEXTS

The official list of textbooks and materials for this course is found on *myNeosho*.

<http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx>

GENERAL EDUCATION OUTCOMES

1. Practice Responsible Citizenship through:
 - identifying rights and responsibilities of citizenship,
 - identifying how human values and perceptions affect and are affected by social diversity,
 - identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
 - listing factors associated with a healthy lifestyle and lifetime fitness,
 - identifying the importance of lifetime learning,
 - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
3. Communicate effectively through:
 - developing effective written communication skills,
 - developing effective oral communication and listening skills.
4. Think analytically through:
 - utilizing quantitative information in problem solving,
 - utilizing the principles of systematic inquiry,
 - utilizing various information resources including technology for research and data collection.

COURSE OUTCOMES/COMPETENCIES (as Required)

Student Outcomes. At the end of this course, the student should be able to:

1. Use those skills common to all jobs, including punctuality in reporting to work, grooming properly, listening carefully, communicating effectively, and respecting supervisors and co-workers.
2. Use those skills directly related to the job, including the following of instructions, practicing both quality and quantity in job performance, and developing pride in workmanship.

In order to meet the above course objectives, the student must meet the following specific objectives:

- A. To be employed in a related occupation for a minimum of 15 clock hours per week and enrolled in related courses at the college.
- B. To complete and file with the instructor and/or coordinator the following:
 - (1) Vocational Objective Statement
 - (2) Training Plan Memorandum
 - (3) Weekly Field Study Reports
- C. To ask instructor and/or coordinator for assistance or advice when needed regarding on-the-job problems or conditions.
- D. To notify instructor and/or coordinator of any foreseeable changes in employment status: leaving job, changing jobs, new position, etc.

LISTENING AND SPEAKING SKILLS

3. Select an appropriate listening style for a given situation.
4. Take a telephone message.
5. Ask questions to clarify oral instructions.

6. Describe elements of the physical environment of the work space that hamper effective communication.
7. Evaluate the impact of language and appearance on a speaker's verbal and nonverbal communication.
8. Adjust personal style of communication through realistic role-play scenarios.
9. Handle criticism, disagreement, or disappointment during a conversation.

TIME MANAGEMENT

10. Set priorities or the order in which several tasks will be accomplished.
11. Determine the order of the activities or step-by-step process by which a specific task can be accomplished.
12. Locate information and select the materials, tools, equipment, or other resources to perform the activities needed to accomplish a specific task
13. Revise or update periodically plans and activities for accomplishing a specific task.
14. Analyze the positive and negative impacts of adapting technology to the environment and the human user.
15. Identify potential health hazards created by technology in the work place.
16. Develop a sensitivity to cultural differences.
17. Identify skills needed to maintain effective work relating with colleagues.

NEGOTIATION SKILLS

18. Resolve a problem/conflict through negotiation:
 - a. Establish a commonality of interest.
 - b. Propose and examine possible solutions.
 - c. Invention options for mutual gain
 - d. Create an implementation strategy
 - e. Evaluate the plan after implementation

LEARNING TO LEARN

19. Access and evaluate resources.
20. Analyze feedback
21. Give feedback
22. Develop strategies for using collaborative inquiry
23. Locate and use expert sources and peer support

WORK ETHICS

24. List tangible and intangible rewards of work.
25. Describe desirable worker characteristics in terms of:
 - a. Cooperation
 - b. Compromise
 - c. Competition
 - d. Assertiveness
 - e. Integrity
 - f. Honesty
 - g. Friendliness
 - h. Positive Attitude
26. Identify standard workplace policies related to:

- a. Personal discipline (personal leave and absence)
 - b. Substance abuse
 - c. Employee theft
 - d. Causes for termination
27. Apply employee rules, regulations, and policies in a given occupational area, including:
- a. Exhibit punctuality and dependability.
 - b. Accept responsibility for position.
28. Comply with safety and health rules in a given work environment.
29. Comply with company policies regarding information dissemination and related security matters.

MINIMUM COURSE CONTENT

The following topics must be included in this course. Additional topics may also be included.

The Coordinator of Business, Office, and Information Systems coordinates the Business Field Study course. All files and reports must ultimately be submitted to the Coordinator for safekeeping and recording. Information is used for reporting and auditing purposes by state and federal agencies to which the program is responsible and accountable, including the Kansas State Board of Education, job training programs, small business administration, social services, and any other cooperative education entity, including local advisory boards of reference.

Student/trainees must be enrolled in at least one other program course from the list below concurrently with Business Field Study.

One-year Program- Requirements include the completion of nine to twelve hours credit from courses in a business career area and electives to total 30 hours.

Two-year Program- Requirements include the completion of eighteen hours credit from courses in a business career area and meeting requirements for one of the associate degrees.

Program List:

- Business/Office Management
- Business/Accounting
- Business/Computing

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

The instructor and/or coordinator will confer with the student/trainee an estimated minimum of three or four times during the semester as follows:

1. A first conference is held to initially enroll the student, discuss the student's program, the training station, and training plan.
2. In the second conference, the student/trainee presents the training plan to the instructor and/or coordinator for discussion, and if accepted, for filing.
3. A third contact is made either in the job setting or school setting to determine progress at the

training station at some point in the semester. This will vary with each student/trainee.

4. The fourth conference presents an opportunity to provide additional program information and to plan with the student/trainee an individualized educational plan for the following semesters.

Student Requirements

1. **Research Paper (4-5 pages)**-topic to be determined by career choice and current employment
Research topic suggestions: trends in employment, new technology in business, business ethics, internet &, email security and privacy, job discrimination, cultural diversity, women in the work place, ..or..
Book reading and review. Interest of student.
2. **Journal.** Students will be required to keep a journal to log their observations and comments. A minimum of one journal entry is required for each week of the semester.
3. **Response and Communication.** From student/trainee or training station supervisor. This includes written or verbal response or communication from the job supervisor.

GRADING SCALE

The student will earn a grade based on criteria of the objectives, course content, and evaluation. Forms and reports relative to the cooperative trainee are kept on file by the coordinator for support in grade determination.

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = Less than 60%

ASSESSMENT OF STUDENT GAIN

This is a cooperative education venture between the student, employer, and college. Each individual student files a job task list that is accomplished on the job as part of the training plan. From this list accomplishment is measured.

Attendance Policy

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by

submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information

3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

ACADEMIC INTEGRITY

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

ELECTRONIC DEVICE POLICY

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

NOTE

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

ACCOMMODATIONS

If you are a student with a disability who may need accommodation(s), in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, please notify the Dean of Student Services in the Student Services Office, Sanders Hall, 620-432-0304, on the Chanute Campus, or the Dean for the Ottawa and Online Campuses, 785-248-2798, on the Ottawa Campus as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

NON-DISCRIMINATION POLICY

The following link provides information related to the non-discrimination policy of NCCC, including persons with disabilities. Students are urged to review this policy.

<http://www.neosho.edu/Departments/NonDiscrimination.aspx>

SEXUAL MISCONDUCT POLICY (TITLE IX)

At NCCC, it is the responsibility of an instructor to help create a safe learning environment in the classroom, including both physical and virtual classrooms. All instructors are considered mandatory reporters at NCCC, therefore any information regarding sexual misconduct that is shared by a student in one-on-one meetings with the instructor must be reported to appropriate personnel at the College. Instructors will keep the information private to the greatest extent possible, but it is not confidential. Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night events do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made.

The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

<http://www.neosho.edu/TitleIX.aspx>

COURSE NOTES

ON-THE-JOB TRAINING (AVERAGE MINIMUM OF 15 CLOCK PER WEEK)

VOCATIONAL/CAREER COURSE DOCUMENTATION

This course is one course from the approved program in Vocational Business, Office, and Information Systems. It is taken by those who wish to further develop office management skills and by those who seek positions in the administrative office field.

ADVISORY COUNCIL INVOLVEMENT

The Business, Office, and Information Systems program maintains a Board of Reference for this vocational component. The coordinator communicates with the Board on a regular basis concerning issues or problems that occur and meets with the group one or two times each year.

Business Field Study

JOURNAL

Instructions. Make a journal entry describing some activity or situation about your job. Write a complete sentence(s) about the activity. Use five different dates

Name:

Date	

Neosho County Community College
Business/Office and Information Systems
Training Plans

I, _____, will be employed by _____
(Student Name) (Employer's Name)

_____ for the _____ semester, _____. My basic duties will include, but not limited to, _____

I understand that my grade and job performance will be evaluated to a large degree on the following criteria:

1. **ATTENDANCE.** Reliable and regular attendance is important in my vocation.
2. **ATTITUDE:** Positive attitudes toward the customer, employer, and work peers is stressed.
3. **HOUSEKEEPING:** To include the general work area and personal hygiene and grooming habits.
4. **ACCURACY:** To include timeliness and accuracy of paperwork used in decision making and any form of money exchange.
5. **TEACHABILITY:** The ability to adapt to a changing workplace.
6. **INVOLVEMENT** with peers in a professional organizations, business clubs, ect.

The above was discussed with the Business/Office and Information Systems Coordinator.

Student Signature _____ Date _____

Business Coordinator _____ Date _____

Employer _____ Date _____