

# CM 699A: COOPERATIVE EDUCATION

## Citrus College Course Outline of Record

| Heading               | Value   |
|-----------------------|---|
| Effective Term:       | Fall 2021   |
| Credits:              | 1   |
| Total Contact Hours:  | 75  |
| Lab Hours:            | 0   |
| Hours Arranged:       | 75  |
| Prerequisite:         | CM 110 and approval of the CM program director.   |
| Corequisite:          | The student must be simultaneously enrolled in a class that relates to the Cooperative Education class. |
| Strongly Recommended: | Completion of minimum 21 units of program coursework.   |
| Transferable to CSU:  | No  |
| Transferable to UC:   | No  |
| Grading Method:       | Standard Letter   |

## Catalog Course Description

CM 699A – Cooperative Education is intended to fulfill fieldwork experience (hands-on) requirements, which consist of no less than 75 hours full time (or equivalent part time) employment in an approved construction company, consultant firm or public agency. The student must hold a position equivalent to an internship or higher, which affords the opportunities usually given to an entry-level position. Field work must be completed prior to graduation and must be approved by the CM program director. 75 lab hours arranged.

## Course Objectives

- Articulate one or more examples of how to apply Construction Management theories or demonstrate in a work setting:\n\na. Assist in the preparation of project estimate and the bidding process\n\nb. Assist in the preparation of project baseline schedule\n\n
- Identify and demonstrate one or more skills that he/she has acquired or improved during the cooperative education placement\n\na. Enhanced Communication / Interpersonal Skills\n\nb. Improved Technical Writing
- List one or more career opportunities in the Construction Management field and describe the relevant duties and responsibilities of a CM and/or supporting positions.\n\na. Securing Paid Internship\n\nb. Securing a full-time position\n\n

## Major Course Content

1. Participation in Student Orientation
2. Read and Complete Assigned Sections of Citrus College Cooperative Education Student Manual
3. Individual Session with Instructor to Identify Individual Student Goals
4. Develop Resume and Job Search Skills
5. Participation in Worksite Learning Setting
6. Participation in Instructor Worksite Visit

7. Workplace Journal/status reports
8. Workplace issues
9. Employee and employer relationship
10. Interpersonal Skills

## Lab Content

Construction-related experience

## Hours Arranged Content

1. Participation in Student Orientation
2. Read and Complete Assigned Sections of Citrus College Cooperative Education Student Manual
3. Individual Session with Instructor to Identify Individual Student Goals
4. Develop Resume and Job Search Skills
5. Participation in Worksite Learning Setting
6. Participation in Instructor Worksite Visit
7. Workplace Journal/status reports
8. Workplace issues
9. Employee and employer relationship
10. Interpersonal Skills

## Suggested Reading Other Than Required Textbook

Research and review of current trends and practice in Construction Management field.

## Examples of Required Writing Assignments

Status/Progress and Final Report

## Examples of Outside Assignments

Interviews of various Construction Management subject matter experts (for the purpose of Knowledge Transfer and documentation).

## Instruction Type(s)

Lab, Online Education Lab