

## Washtenaw Community College Comprehensive Report

### MTT 174 MTT Co-op Education I Effective Term: Fall 2023

#### Course Cover

**College:** Advanced Technologies and Public Service Careers

**Division:** Advanced Technologies and Public Service Careers

**Department:** Advanced Manufacturing

**Discipline:** Machine Tool Technology

**Course Number:** 174

**Org Number:** 14440

**Full Course Title:** MTT Co-op Education I

**Transcript Title:** Machine Tool Tech Co-op Educ I

**Is Consultation with other department(s) required:** No

**Publish in the Following:** College Catalog , Time Schedule , Web Page

**Reason for Submission:** Inactivation

**Change Information:**

**Consultation with all departments affected by this course is required.**

**Rationale:** Program discontinued

**Proposed Start Semester:** Fall 2023

**Course Description:** Students are placed in an approved work experience to gain skills and knowledge offered by the employer. Together with the instructor and the employer, students set up work assignments and learning objectives to connect classroom learning with career-related work experiences. Students with experience equivalent to MTT 202 may contact the instructor for permission to waive the prerequisite.

#### Course Credit Hours

**Variable hours:** Yes

**Credits:** 1 – 3

**Lecture Hours: Instructor: 0 Student: 0**

**Lab: Instructor: 0 Student: 0**

**Clinical: Instructor: 0 Student: 0**

**Other: Instructor: 120 to 360 Student: 120 to 360**

**Total Contact Hours: Instructor: 120 to 360 Student: 120 to 360**

**Repeatable for Credit:** YES

**Number of times the course can be repeated for credit:** 1

**Maximum Hours:** 3

**Grading Methods:** Letter Grades

Audit

**Are lectures, labs, or clinicals offered as separate sections?:** NO (same sections)

#### College-Level Reading and Writing

College-level Reading & Writing

#### College-Level Math

**Requisites****Prerequisite**

MTT 202; consent required

**General Education****Request Course Transfer****Proposed For:****Student Learning Outcomes****Course Objectives**

1. The student with the instructor and employer will complete a Cooperative Education Work Agreement which will include hours of work, location, rate of pay and specific assignments.
2. Using the Student Learning Objectives Form, the student with the instructor and employer will complete a learning plan for the semester. This plan will include a minimum of three learning objectives and criteria for evaluation specific to the students work experience.
3. Using the Student Report on Cooperative Work Experience Form, the student will write a final report on the co-op experience containing the following items: a description of the assignment, a summary of skills and abilities used on the job, ways in which coursework was integrated into job tasks, an assessment of how well the objectives established at the beginning of the assignment were achieved, other reactions to and/or impressions of the experience.

**New Resources for Course****Course Textbooks/Resources**

Textbooks

Manuals

Periodicals

Software

**Equipment/Facilities****Reviewer****Action****Date****Faculty Preparer:***Allan Coleman**Faculty Preparer**Jan 06, 2023***Department Chair/Area Director:***Allan Coleman**Recommend Approval**Jan 06, 2023***Dean:***Jimmie Baber**Recommend Approval**Jan 09, 2023***Curriculum Committee Chair:***Randy Van Wagnen**Reviewed**Feb 08, 2023***Assessment Committee Chair:****Vice President for Instruction:***Victor Vega**Approve**Feb 09, 2023*

Course Number MTT MET 174

WASHTENAW COMMUNITY COLLEGE  
COURSE SYLLABUS

Department: Mechanical Engineering Technology New Course

Course Number: MTT MET 174 Existing Course

Course Title: CoOp Mechanical Engineering Technology

Credit Hours: 1-3 (variable)

Prerequisites: Successful completion of first semester MET courses and faculty approval.

Corequisites: \_\_\_\_\_

Catalog Course Description: In this course, the student gains skills from a new experience in an approved, compensated, industry related position. Together with the instructor and employer, the student sets up work assignments and learning objectives to connect classroom learning with career-related work experience.

(Please numbers in the appropriate boxes)

Contact Hours per week in a lecture/recitation setting  \_\_\_\_\_

Contact Hours per week in a laboratory setting  \_\_\_\_\_

Contact Hours per week in a clinical setting  \_\_\_\_\_

Contact Hours per week in a work setting  8-24 variable

Total Contact Hours (per semester): min. 120 hours/1 credit - max. 360 hours/3 credits

Course Justification: (Check all that apply.)

program specialty

college transfer

support course

division core

industry training

personal development

core curriculum

Prepared By \_\_\_\_\_  
(Faculty Member)

Date \_\_\_\_\_

Reviewed By \_\_\_\_\_  
(Department Chair for Department)

Date \_\_\_\_\_

Approved By R.R. Burton  
(Dean)

Date 1/12/94

**MAJOR INSTRUCTIONAL UNITS:** A Major instructional unit is a grouping of topics which naturally relate to one another.

(List, in order, the major instructional units)

1. COOP Work Experience
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

**COURSE OBJECTIVES:** Use student outcome based language and format. (Ex: The student will define and state the cause of the six major respiratory diseases.)

(Use one page for each instructional unit).

Major Instructional Unit# 1 Heading:

Objective #1: The student with the instructor and employer will complete a Cooperative Education Work Agreement which will include hours of work, location, rate of pay and specific assignments.

Objective #2: Using the Student Learning Objectives Form, the student with the instructor and employer will complete a learning plan for the semester. This plan will include a minimum of three learning objectives and criteria for evaluation specific to the students work experience.

Objective #3: Using the Student Report on Cooperative Work Experience Form, the student will write a final report on the COOP experience containing the following items:

- \* A description of the assignment
- \* A summary of skills and abilities used on the job
- \* Ways in which coursework was integrated into job tasks
- \* An assessment of how well the objectives established at the beginning of the assignment were achieved.
- \* Other reactions to and/or impressions of the experience.

Objective #4:

Objective #5:

Objective #6:

Objective #7:

(Add additional pages if necessary)

**INSTRUCTIONAL METHODS:** (Check the appropriate boxes and describe as needed.)

- |                                     |                                      |   |
|-------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Lecture    | <input type="checkbox"/> Seminar     | <input type="checkbox"/> Laboratory                         |
| <input type="checkbox"/> Clinical   | <input type="checkbox"/> Telecourse  | <input checked="" type="checkbox"/> On-Site Work Experience |
| <input type="checkbox"/> Self-Paced | <input type="checkbox"/> Other _____ |   |

**EVALUATION CRITERIA:** (Check the appropriate boxes and describe as needed).

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Attendance _____       | <input type="checkbox"/> Quizzes _____                |
| <input type="checkbox"/> Class Discussion _____            | <input type="checkbox"/> Tests _____                  |
| <input type="checkbox"/> Papers _____                      | <input type="checkbox"/> Midterm _____                |
| <input type="checkbox"/> Portfolio _____                   | <input type="checkbox"/> Final Exam _____             |
| <input checked="" type="checkbox"/> Project _____          | <input type="checkbox"/> Independent Study _____      |
| <input checked="" type="checkbox"/> Reports _____          | <input type="checkbox"/> Other (Audition, etc.) _____ |
| <input checked="" type="checkbox"/> Work Performance _____ |   |

**ATTENDANCE REQUIREMENTS:** (For Certification or nonevaluative purposes).

**SPECIAL EQUIPMENT/FACILITY AND ACTIVITY REQUIREMENTS:** (Check the appropriate boxes and describe as needed).

- |  |   |
|--|---|
| <input type="checkbox"/> Lab equipment | <input type="checkbox"/> Testing in Testing Center                  |
| <input type="checkbox"/> LRC Reserves  | <input type="checkbox"/> Student Regional Competitions              |
| <input type="checkbox"/> Computers     | <input type="checkbox"/> Off Campus Sites                           |
| <input type="checkbox"/> Field Trips   | <input checked="" type="checkbox"/> Other Faculty site visits _____ |

(Attach an additional page if necessary).

**PRIMARY TEXT:** (Disregard if text is not used).

Title:  
Author:  
Publisher:

Copyright Yr:  
Est. Cost:

(Attach an additional page if more than one primary text is used).

**SUPPLEMENTAL TEXTS OR COURSE PACKS:**

1. Title: \_\_\_\_\_  
 Author: \_\_\_\_\_ Copyright Yr: \_\_\_\_\_  
 Publisher: \_\_\_\_\_ Est. Cost: \_\_\_\_\_
2. Title: \_\_\_\_\_  
 Author: \_\_\_\_\_ Copyright Yr: \_\_\_\_\_  
 Publisher: \_\_\_\_\_ Est. Cost: \_\_\_\_\_

(Attach another page if necessary).

**SUPPLIES AND/OR UNIFORMS STUDENT WILL HAVE TO OWN OR ACQUIRE FOR COURSE SUCH AS:** calculators, uniforms, tools, and software, etc. (Other than pen, pencil, paper, or textbook(s)).

Descriptions	Cost Estimates
_____	_____
_____	_____
_____	_____

**REFERENCE MATERIALS STUDENTS WILL BE REFERRED TO SUCH AS:** journals, books, manuals, maps, etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AUDIO/VISUAL AND COMPUTER MATERIALS TO BE USED SUCH AS:** films, video tapes, slides, audio tapes, software, etc.

Title	Source
_____	_____
_____	_____
_____	_____
_____	_____

**WASHTENAW COMMUNITY COLLEGE  
COURSE HANDOUT**

The following information compatible with the Official Course Syllabus must be distributed to students at the first meeting of each course:

1. Course name:
2. Course number:
3. Course description:
4. A list of course objectives by unit:
5. Required text(s) and/or course packs:
6. Criteria for evaluation:
7. Requirements (Attendance, Special, or Other):
8. Hours/week required out-of-class:
9. Additional Information:
10. A schedule of class meeting dates with topics and assignments:

Each Instructor teaching this course should attach a copy of their "Student Handout Sheet" to this document.