COMMON COURSE OUTLINE: Course discipline/number/title: BU 2651: Building Utilities Mechanic Co-op

A. CATALOG DESCRIPTION
   1. Credits: 1
   2. Hours/Week: Hours and schedule to be determined on an individual basis
   3. Prerequisites (if any): All First Year Courses and/or Instructor Permission.
   4. Co-requisites (if any): None
   5. MnTC Goals (if any): NA

   This course is designed to provide the student with a purposeful occupational experience in the building utilities mechanic field. Each co-op experience is individualized. A training plan is created for each student in conjunction with the training site to provide experience related to the skills and knowledge acquired in the program. 36 hours of on-the-job training is required.

B. DATE LAST REVISED (use current date): March, 2012

C. OUTLINE OF MAJOR CONTENT AREAS:
   1. Demonstrate job application skills
   2. Demonstrate job-interviewing skills
   3. Exhibit acceptable work attire
   4. Apply acceptable grooming techniques
   5. Exhibit enthusiasm
   6. Demonstrate initiative
   7. Demonstrate courtesy
   8. Demonstrate punctuality
   9. Display dependability
   10. Demonstrate cooperation
   11. Demonstrate professional attitude
   12. Create harmonious working relationships
   13. Accept constructive criticism
   14. Organize work area
   15. Demonstrate time management
   16. Demonstrate safety practices
   17. Follow employer’s policies/procedures
   18. Follow supervisor’s instructions
   19. Identify organizational structure
   20. Display loyalty
   21. Demonstrate confidentiality
   22. Apply professional ethics
   23. Demonstrate professional image
   24. Demonstrate positive communication skills
   25. Demonstrate problem-solving skills
   26. Carry out training plan goals

D. LEARNING OUTCOMES (GENERAL):
   This course provides practical, real-world work experiences for the Building Utilities Mechanic student.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
   The grade for the co-op experience will be either pass or no pass according to the rating scale on the co-op supervisor evaluation.
G. **RCTC CORE OUTCOME(S) ADDRESSED:**
- Communication
- Critical Thinking
- Global Awareness/Diversity
- Civic Responsibility
- Personal/Professional Accountability
- Aesthetic Response

H. **SPECIAL INFORMATION (if any):** Coop meets according to the individual schedule established.