COMMON COURSE OUTLINE: Course discipline/number/title: BU 2661: Building Utilities Mechanic Co-op

A. CATALOG DESCRIPTION
   1. Credits: 2
   2. Hours/Week: Hours and schedule to be determined on an individual basis.
   3. Prerequisites (if any): Concurrent or successful completion of BU2500, BU2512, BU2602 and BU2632.
   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. 72 hours of on the job training is required.

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

C. OUTLINE OF MAJOR CONTENT AREAS:
   This course will provide on the job experience and training.

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
   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.
   10. Demonstrate cooperation.
   11. Demonstrate professional attitude.
   12. Create harmonious working relationships.
   14. Organize work area
   15. Demonstrate time management.
   17. Follow employer’s policies/procedures.
   18. Follow supervisor’s instructions.
   19. Identify organizational structure.
   20. Display loyalty.
   22. Apply professional ethics.
   23. Demonstrate professional image.
   24. Demonstrate positive communication skills.
   25. Demonstrate problem-solving skills.
   26. Carry out training plan goals.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
   1. Your grade for the co-op experience will be either pass or no pass according to the supervisor.
   2. Each student is expected to prepare for his/her co-op experience by reviewing whatever texts/references/handouts are necessary in order to pass the performance objectives.
G. RCTC CORE OUTCOME(S) ADDRESSED:

- Communication
- Critical Thinking
- Global Awareness/Diversity
- Civic Responsibility
- Personal/Professional Accountability
- Aesthetic Response

H. SPECIAL INFORMATION (if any):
Text and References: There are no required texts or references. The instructor will provide any necessary handouts. Attendance is crucial.