

SOUTHEAST COMMUNITY COLLEGE
CONSTRUCTION MANUFACTURING AND TECHNOLOGY DIVISION
Design & Drafting Technology Program
Revision Date: August 22, 2022

I. CATALOG DESCRIPTION

Course Number: DDRT2901
Course Title: Cooperative Experience Drafting I
Prerequisite(s): DDRT1400
Catalog Description: Training in a work situation. Guidance from the instructor/coordinator and the training supervisor. Individualized, specific, written objectives which have been approved by the College. During the co-op period, the student will attend a mandatory program class each week.

Credit Hours: 3
Class Hours: 0
Coop Hours: 180
Total Contact Hours: 180

II. COURSE OBJECTIVES: *Course will:*

- A. Offer on the job training under the guidance of the training supervisor. The student will perform task similar to those of a full time drafter with the company.

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES:

- A. Student Learning Outcomes: *Student will be able to:*
 - 1. Work as a part time employee with a company doing those tasks as assigned by the training supervisor.
 - 2. Keep records for time spent on the job and activities involved in.
 - 3. Report to the assigned supervisor.
- B. General Education Learning Outcomes (GELOs)
 - 1. GELO #6: Career and Life Skills
Outcome 2: Acquire entrepreneurial skills and attitudes.

IV. CONTENT/TOPICAL OUTLINE

- A. Course content is established by the mutual contract with the company training supervisor, Design & Drafting Technology Program Co-op advisor, and the student.

V. INSTRUCTIONAL MATERIALS

- A. Contract for co-op employment from the DDRT Program.
- B. Weekly time report submitted to the DDRT Program Co-op advisor.
- C. Evaluation report completed by the company training supervisor.

VI. METHODS OF PRESENTATION/INSTRUCTION

- A. Methods of presentation typically include a combination of the following:
 - 1. Instructions per training supervisor

VII. METHODS OF EVALUATION

- A. Methods of evaluation typically include a combination of the following:
 - 1. 85% Job performance
 - 2. 15% Job attendance and attitude

3. A minimum grade of C or 70% is required in this course for graduation from the Design & Drafting Technology program.

VIII. SPECIFIC COURSE REQUIREMENTS

- A. Student must meet all of the following to receive a passing grade:
 1. Perform to the established goals of the contract for co-op.
 2. Maintain good attendance.
 3. Work in a clean and safe manor.
 4. Produce satisfactory documentation.