SYLLABUS

COURSE: OFT 260 – Office Technology Experience

CREDITS: 2

INSTRUCTOR: Lucinda Stanley
Business Department Phone #: 410-334-2830

CONTACT: Office Telephone: 410-572-8716
Office: WDC Room 205

PREREQUISITES: SDV 101. Students registering for OFT 260 must have approval of the faculty advisor and department head.

TEXT: No text required for this course.

COURSE DESCRIPTION:
In order to obtain an actual training experience, students secure positions in agencies relevant to their areas of emphasis. Supervision is provided by both the instructor and the agency. Students are required to develop, in cooperation with their instructor and the agency, a learning contract for the field experience. One hundred hours of work as an intern. Prerequisites: SDV 101 and permission of the department head. Usually offered in the fall and spring.

COURSE OBJECTIVES*: For successful completion of the course the student is required to:
1. Use skills learned in the Office Technology Program in a workplace setting.
2. Understand and explain the agency structure and its business sector.
3. Describe their role within the agency where they performed the field experience.
4. Function as a productive student under the leadership of an onsite supervisor.
5. Communicate in an office setting.

REQUIREMENTS:
1. Complete a 100 hour placement in an approved work environment.
2. Communicate with your instructor at least 3 times during your field experience.
3. Meet with the instructor and the onsite supervisor of the field experience.
4. Develop a written learning contract (Student Contract) and secure faculty approval prior to beginning the field experience.
5. Maintain a journal which includes log of hours and days worked, and a summary of duties performed each day.

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6. Submit to the faculty member a Related Field Experience Placement Evaluation at the completion of the field experience.
7. Submit to the faculty member an Employer Evaluation of Student at the completion of the field experience.
8. Write a summary paper (approximately 3 pages) that describes: the student’s role in the agency; the agency’s role in the community; skills/knowledge learned in the degree program that were applied in the field experience; skills/knowledge learned in the field experience beyond what was learned in the degree program.

OPERATIONAL GUIDELINES
1. Students enrolled in a curriculum requiring a Related Field Experience (RFE) course should schedule the experience toward the end of the academic program. Faculty work with students on a one-to-one basis to select an appropriate field experience.
2. Prior approval of the academic advisor must be obtained to register for an RFE course.
3. Required forms will be provided to the student by the faculty member.
4. Agency Agreement and Student Contract must be submitted to and approved by the faculty member prior to the student beginning the RFE.

GRADING:
Contract/Agency Agreement approval prior to beginning of RFE hours 50 Points
Faculty evaluation of student performance against Student Contract objectives 100 points
Employer evaluation of student 100 points
Completed student work journal and log of attendance 50 points
Summary paper 100 points

Grade conversion scale
360 – 400 A
320 – 359 B
280 – 319 C
240 – 279 D
Less than 240 F
Wor-Wic Community College Institutional Policies

ACADEMIC HONESTY POLICY: (GEO 8)
Students are expected to maintain a high level of academic performance. Cheating and plagiarism are defined in Wor-Wic’s Student Conduct Policy (appendix of College Catalog). Infractions of this policy will result in the student’s failure for the assignment or test and possible referral to the Student/Faculty Disciplinary Committee.

EMERGENCY INFORMATION STATEMENT:
In the event of a flu epidemic or other emergency that results in the suspension of classes, faculty will be communicating with students about their courses and course requirements, such as assignments, quiz and exam dates, and class and grading policies, via faculty websites or Blackboard. Students will be responsible for completing all these assignments in accordance with class policies. Information about the resumption of classes will be communicated via the College’s website and email system.

ACADEMIC INTEGRITY and COMPUTER USAGE POLICY:
All students logging into Blackboard affirm that they understand and agree to follow Wor-Wic Community College policies regarding academic integrity and the use of College resources as described in the college catalog. Wor-Wic Community College considers the following as violations of the computer usage policy:
- Using the campus computing network and facilities to violate the privacy of other individuals.
- Sharing of account passwords with friends, family members or any unauthorized individuals

Violators are subject to college disciplinary procedures.

SERVICES for STUDENTS with DISABILITIES
Wor-Wic provides reasonable accommodations for students with disabilities, in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. If you are in need of accommodations, please contact the counseling office at (410) 334-2900. For more information, see Wor-Wic's Services for Students with Disabilities web page.

SEXUAL VIOLENCE DISCLOSURES
Wor-Wic Community College seeks a campus free of sexual violence which includes sexual harassment, domestic violence, dating violence, stalking, and/or any form of sex or gender discrimination. Please be aware that if a student discloses a personal experience verbally or in writing as a Wor-Wic student to a faculty or staff member, the employee cannot maintain confidentiality and has the mandatory responsibility to notify one of the college’s Title IX coordinators. However, if you’d like to make a confidential disclosure of any such violence, you can contact Wor-Wic’s director of counseling (X-2900) or you can contact the Life Crisis Center at 410-749-HELP or 2-1-1.

Information on rights of victims of sexual violence and related resources is available in the college catalog and at the public safety page of Wor-Wic’s website: http://www.worwic.edu/Administration/PublicSafety.aspx.

Rev. 5-19-09