



**TRINITY VALLEY COMMUNITY COLLEGE
ADMINISTRATIVE-MASTER SYLLABUS**

The Administrative- Master Syllabus is an administrative tool; it is **not intended to be distributed to students**. It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of TVCC, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction. The Administrative-Master Syllabus will demonstrate that there is consistency and comparability in course offerings.

Course Title

CO-OP SEMINAR

Course Prefix and Number

CJSA 2383

Department – Division

Criminal Justice/Vocational and Technical Division

Course Type – select from one of the following categories.

- **Academic General Education Course** (from ACGM – but not in TVCC Core)
- **Academic TVCC Core Course**
- **WECM Courses**

Semester Credit Hours: Lecture Hours: Lab/other hours

Semester Credit Hours	Lecture Hours	Lab/Other* Hours
3	1	20

Other hours include practicum, clinical or other types of non-lecture instruction. *If other, please specify: _____

Course Catalog Description

This course will give the students an opportunity to gain technical knowledge through on-the-job training. The job will serve as laboratory work for the student. The seminar will give the students an opportunity to discuss and seek answers to problems they have encountered on the job. Lab Fee: \$20.00

Prerequisites/co requisites

Consent of Instructor; Concurrent enrollment in Criminal Justice Course. Employment in a criminal justice field.

Topical Outline

1. Competent to understand at the Community College level the many positions available in the criminal justice system.
2. The student will develop initiative and become competent to adjust to future changing conditions in the work place.
3. The student will develop understanding as to opportunity demands and rewards of careers within the criminal justice system.

Course Learning Outcomes

This course is designed to give the student a better insight and understanding of the roles various persons play in the criminal justice system. To help the student to evaluate the advantages and disadvantages of a particular career in the criminal justice system. Hands on experience helps the student make a decision as to their future career goals.

Relationship to General Education Outcomes – In addition to the core competencies, Trinity Valley Community College has established ten general education goals which specify knowledge and skills that students should gain from completing courses in the various component areas of the core curriculum. Information regarding curriculum and assessment as a means for the improvement of student learning through the general education component. (Select all that apply.)

Mark with an "X"	General Education Outcome
X	A. To communicate clearly and effectively in both oral and written English.
	B. To improve reading skills focused on comprehending, analyzing, interpreting, and evaluating printed materials.
	C. To understand mathematical information and utilize mathematical skills.

X	D. To demonstrate qualitative and quantitative critical thinking skills.
X	E. To understand and appreciate cultural and ethnic diversity.
X	F. To utilize computer based technology in accessing information, solving problems, and communicating.
	G. To recognize and evaluate artistic achievements in the visual and performing arts.
X	H. To improve basic understanding of political, economic, and social systems.
	I. To demonstrate knowledge of the physical universe and living systems.
	J. To develop skills and strategies to become an engaged learner.

Required Text(s)

None.

Optional Text(s)

Material/Technology to be supplied by the student

Course Requirements/Grading System – describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course; not intended to restrict the individual nature by which each faculty member who teaches the course determines course requirements and final student performance, but should offer consistency within reason for all sections taught for those departments without a standardized format.

Do all assigned readings and related homework. Come to class on time. Come to class prepared and bring appropriate materials. Students are expected to demonstrate a mature attitude toward the subject matter and participate enthusiastically in class.

Approvals – the contents of this document have been reviewed and are found to be accurate.

Prepared by	Signature	Date
Department Head Ron Walker	Signature	Date 03-06-08
Division Chair	Signature	Date
Vice President	Signature	Date