

BT-2830: COOPERATIVE FIELD EXPERIENCE

Cuyahoga Community College

Viewing: BT-2830 : Cooperative Field Experience

Academic Term:

Fall 2026

Subject Code

BT - Business Technology

Course Number:

2830

Title:

Cooperative Field Experience

Catalog Description:

Limited to students in Cooperative Education Program. Employment in an approved training facility under College supervision. Requirement for one credit is 180 hours of approved work. Students may earn up to three credits in one semester. May be repeated for an accrued maximum of nine credits.

Credit Hour(s):

1-3

Other Hour(s):

180-540

Other Hour Details:

180 clock hours of approved work per credit hour

Requisites

Prerequisite and Corequisite

Formal application into the Cooperative Education Program.

Religious Accommodation

Before reviewing the course schedule, students should carefully review the following religious accommodation policy and other required instructional policies:

Religious Accommodation:

Students seeking an accommodation for absences permitted under Ohio's Testing Your Faith Act must provide the instructor with written notice of the specific dates for which the student requires an accommodation and must do so not later than fourteen (14) days after the first day of instruction. Please submit requests for accommodations at this link: <https://portal2.tri-c.edu/ReligiousAccommodation/ReligiousAccommodationForm>. Students with questions about their religious accommodations under Ohio's Testing Your Faith Act may contact the College's Office of General Counsel and Legal Services by phone at 216.987.4856 or via email at legal@tri-c.edu.

Other Required Instructional Policies:

<https://www.tri-c.edu/student-resources/curriculum/documents/syllabus-part-b.pdf>

Weekly Schedule

	Topics
Week 1	Cooperative field experience and assignments from co-op supervisor.
Week 2	Cooperative field experience and assignments from co-op supervisor.
Week 3	Cooperative field experience and assignments from co-op supervisor.
Week 4	Cooperative field experience and assignments from co-op supervisor.
Week 5	Cooperative field experience and assignments from co-op supervisor.
Week 6	Cooperative field experience and assignments from co-op supervisor.

Week 7	Cooperative field experience and assignments from co-op supervisor.
Week 8	Cooperative field experience and assignments from co-op supervisor.
Week 9	Cooperative field experience and assignments from co-op supervisor.
Week 10	Cooperative field experience and assignments from co-op supervisor.
Week 11	Cooperative field experience and assignments from co-op supervisor.
Week 12	Cooperative field experience and assignments from co-op supervisor.
Week 13	Cooperative field experience and assignments from co-op supervisor.
Week 14	Cooperative field experience and assignments from co-op supervisor.
Week 15	Cooperative field experience and assignments from co-op supervisor.
Week 16	Student completion of Co-op self reflection and completion of evaluation by co-op supervisor.

The Course Schedule is subject to change due to pedagogical needs, instructor discretion, parts of term, and unexpected events.

Required/Recommended Readings

There are no required/recommended readings outside of the cooperative work experience. As each student is employed in any number of administrative-related career positions, each student has a different co-op experience. The work assignments, goals, and purpose require reading material related to the job tasks the student will perform. Students are also responsible for completing these job tasks efficiently and accurately. The paperwork requirements of the course consist of various accounting of the hours and work completed, along with self-reflection on the cooperative work experience.

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