

Disney Co-Op Course Spring 2016

Instructor:

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Description:

This course considers the work students are completing as part of the Disney College Program. Co-operative education experiences represent a learning strategy that integrates practical work experience with a directed, reflective, academic component to help you develop personal, professional and academic competencies. The workplace will be your primary textbook and laboratory to begin understanding the professional world; however, you will need to go beyond the common experiences of an employee. Study, critical thinking, reflection, theoretical and/or conceptual exploration must supplement your work experience to help you develop new skills and knowledge. Through a variety of exercises, discussions and reflections, this course will assist you in the areas of professional development and career preparation.

Texts:

There is no required text, articles will be assigned as needed.

Course Outcomes:

Upon completion of this course a student will be able to:

- Present about their co-op experiences to a professional audience.
- Use their professional toolkit (resume, cover letter, etc.) to begin articulating their co-op experiences to potential employers.
- Understand their interactions with peers, co-workers, and supervisors while beginning to develop a sense of meaning in the hands-on work they completed during the experience.
- Make connections between the work completed in their co-op experience and connect it back to the liberal arts education received at Moravian College.

Course Policies:

- This is a distance course and all of the work will be done remotely while completing the co-op experience in Disney World. Students are expected to complete the work as assigned in a timely manner based on the due dates included in this document.
- Disabilities: Students who wish to request accommodations in this course for a disability should contact the Assistant Director of Disability Support in the Academic Support Center, Monocacy Hall, lower level, or by calling 610-861-1401. Accommodations can't be provided until authorization is received from the Academic Support Center.

Grade Assignment:

This course is offered on a pass/no credit basis based on how many of the assignments completed. To pass the course the students must complete all of the assignments thoughtfully and professionally (i.e. done well, submitted on time, etc.).

Assignments:

Digital Photographs

Students are expected to take 2 photographs at their internship site. This should include at least one shot with you and the organization logo, and then one other of you working. When submitting the photo, please explain the meaning of the photo (what you are doing), your rationale for taking the photo and how what you are doing impacts your experience.

Learning Objectives

Learning objectives are your strategic plan for what you intend to learn during the co-op experience. They form a written agreement negotiated between you, your instructor at Moravian College, and potentially, your work site supervisor. A written plan helps you direct, manage and reflect upon the learning process for your co-op.

Each objective you formulate should have the following three components:

- Overall Objective: What it is that I want to learn?
- Activities/Resources: How am I going to learn it?
- Evaluation/Verification: How am I going to demonstrate what I learned?

Guidelines for Writing:

Begin with a perspective that you are making a contract with yourself. You are identifying what knowledge, behavior, competencies, attitudes and values YOU wish to develop. These learning objectives are YOUR plan (not your site supervisor's, nor your instructor, nor your parent's) that outlines how you will attempt to reach your goals and when you will know that you have reached them. Work to identify learning objectives that are most relevant for you. Reflect upon your prior educational and life experiences.

Consider your future aspirations. Begin by brainstorming responses to the following general questions:

- "What do I most want to explore, understand or learn during my co-op?"
- "How would I like to change or be different by the end of my co-op?"
- "What will make me more marketable to an employer or graduate school?"

Review and prioritize the list you create.

Final Copy of Learning Objectives

- 1) Be sure to follow the format of the sample objectives listed in this section.
- 2) After a final review with your supervisor, both of you will agree via email and you will officially submit the document.

Review your learning objectives throughout the co-op, and check your progress in each one. If questions arise, consult with your co-op instructor. Your progress and achievement will be both monitored and evaluated through the co-op class, site visitation (where feasible according to college budget and geographical location), site supervisor evaluation and portfolio presentation. You must have at least 3 learning objectives.

EXAMPLE LEARNING OBJECTIVE

Objective:

To learn the stages involved in publishing a magazine – from development of a theme to final production and distribution

Activities/Resources:

1. Interview the publisher and managing editor
2. Read back issues of the magazines
3. Perform research for, and participate in, brainstorming sessions
4. Attend staff editorial meetings

Evaluation/Verification:

1. Include a narrative in my final presentation of key concepts I have learned.
2. Include work samples (edited copy, story ideas, and/or articles) that demonstrate I understand how the magazine is developed and how I can effectively contribute.

Journal Articles/LinkedIn

During the semester, you are expected to research and find three articles related to your co-op experience. These articles are expected to be found online, but may not be "blogs." They are to be published on reputable sites (NY Times, Washington Post, Forbes, etc.) and should relate to either your employer or the area of interest (business,

marketing, English, etc.). You are to read the article, write a brief synopsis and then publish the article to LinkedIn. Only the article should be published to LinkedIn, the synopsis should be sent to the course instructor.

Reflection Papers

Reflections papers are meant to serve as a way to document your co-op experience. The topics of these papers should tie into the learning objective assignment. The papers should refer to your learning objectives and report on the status. You can also include other information about your experience if you choose to do so. Do not post Reflection Papers or other writing that shares your personal reflections or observations about corporate intellectual property to which you might have access on any social or professional media (your Facebook or LinkedIn pages).

Executive Summary

An Executive Summary is a concise report of a project, book, article, an event, etc. For this exercise, prepare a three-page report summarizing your co-op experience. The summary should include: information about the organization, responsibilities and expectations you had when you first began the co-op, work/projects you have accomplished, new skills or understandings you've acquired, future plans and how they have been influenced by the co-op, how well prepared you were for the experience, and what recommendations, if any, you would make to your academic department in order to better prepare future students for a co-op like yours.

Resume

Create and submit an updated version of your resume that includes your co-op experience.

Online Presentation

This final presentation should be professional in nature and last approximately 20 minutes. It will be presented via Google Hangout or Skype. The topics covered should be: an overview of your experience and your key takeaways. This is a culmination of your experience and should review your learning objectives and how you met the objectives and your final opinions on the experience.

Self-Evaluation

Complete the self-evaluation form that will be provided to you by the instructor.

Schedule for the week of:

January 18

- Review course requirements/assignments and syllabus. Setting expectations for remainder of the semester.

February 1

- Digital Photo 1 submission due
- Learning Objectives draft due

February 15

- Learning Objectives final version due
- Article 1 on LinkedIn due

February 29

- Discuss presentation requirements
- Reflection paper 1 due

March 14

- Article 2 on LinkedIn due

March 28

- Reflection paper 2 due

April 11

- Digital Photo 2 submission due
- Article 2 on LinkedIn due
- Updated resume due

April 28

- Executive Summary due
- Online presentation takes place
- Self-evaluation due
- Employer evaluation due