



**OBT 295 CRN 36248 section 501
OFFICE BUSINESS AND TECHNOLOGY
PRACTICUM/CO-OP
10 hours per week / 16 weeks**

Instructor: Cindy L. Chavez	
Online Office Hours: Mon & Wed 1:30 – 4:30 p.m.	Office: B126 UNM-Valencia Campus
Email: c2chavez@unm.edu	Voicemail/phone: 505 925-8706

COURSE DESCRIPTION

3 credit hours. Students will be placed in an office related work environment to gain skills and to receive on the job training. Students are required to meet with Career Advisor in Student Services to sign practicum paper work. Prerequisite: Instructor approval

CONTACT HOURS

Student will be required to complete 160 contact hours. A student would need to complete a minimum of 10 hours per week in a 16-week semester.

PLACEMENT

The type of business and the specific agency may be chosen by the student, but must be approved by the University and have signed a MOU. If the student has no preference the instructor will place the student.

STUDENT OUTCOMES:

After completion of this course

- Students will use the skills learned in their program
- Student will have a better understanding of the operations of an office.
- Students will gain on the job experience relevant to their degree program.

COURSE REQUIREMENTS

- Resume
- Job Description
- Keep a log (notebook)
- Write a summary paper on the practicum experience

EVALUATION METHOD

Final course evaluation will be based on the following:

- Summary paper
- Log (notebook)
- Supervisor evaluation(s)

STATEMENT OF RESPONSIBILITY

I have read this syllabus and agree and understand the Contact Hours, Placement, Course Requirements and Evaluation Method.

Student Signature

Date

Instructor Signature

Date