

Course Abstract

Course ID and Name: BUS 239, Field Experience in Event Planning

Department: Civic Engagement and Community Partnerships/ BSCS Dept.

Chairperson or Course Coordinator: Dr. Aslihan Cakmak / Charlotte Quigley

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Prerequisites: Completion of half the courses required in the Event Planning Management curricula and written permission of department chair and Cooperative Education Coordinator.

Co-requisites: None

Course Description:

BUS 239 is a cooperative education field experience course that affords the student the opportunity to work in the event planning field to gain practical experience. The Cooperative Education Coordinator visits the student and the student's supervisor on site during the semester. Students are responsible for developing five (5) learning objectives that the supervisor uses to evaluate the student's performance. The course has two components:

1. A cooperative work experience whereby students work in an appropriate position to gain practical experience in the field. Students must work a minimum of 180 hours during the semester at the job.
2. The biweekly two-hour seminar class component.

Students in the course are graded on assignments in the seminar class as well as on job performance as evaluated by the supervisor.

Credits: 3

If you need accommodations due to a disability, contact Disability Services in Edison Hall Room 100, 732.906.2546.

To foster a productive learning environment, the College requires that all students adhere to the Code of Student Conduct, which is published in the college catalog and website.

Learning Outcomes:

Upon successful completion of the course, students will be able to:

1. Identify strategies for effective workplace performance.
2. Accomplish the specific learning outcomes as developed by the student with their supervisor at the beginning of the semester.
3. Identify areas in their professional preparation that require additional development.

Course Content Areas:

- Individual Differences
- Building Self Esteem
- Teamwork
- Resolving Conflict in the Workplace
- Effective Leadership
- Business Cards & Business Cards Etiquette
- Networking
- Money Management/ Retirement
- Stress Management & Productivity
- Resumes & Cover Letters
- Interviewing Skills