

Cooperative Education – Instrumentation Technology / Technician (INTC 2380)



Credit: 3 semester credit hours (3:1:20)

Prerequisite/Co-requisite: INCR 1402, INTC 1301

Course Description

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

Required Textbook and Materials

1. Industry Literature

Course Objectives

Upon completion of this course, the student will be able to:

1. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, and laws. (SCANS C1.4, C3.3, C5.3, C10.4, C11.3, C12.4, C13.3, C14.3, C15.3, C16.3, F1.3, F2.3, F3.3, F4.3, F5.3, F6.3, F7.3, F7.4, F8.3, F9.3, F10.3, F11.3, F12.3, F16.3)
2. Interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry. (SCANS C1.3, C2.3, C3.3, C4.3, C5.3, C10.3, C14.3, C15.3, C16.3, F1.3, F2.4, F3.3, F4.3, F5.3, F10.3, F12.3, F13.3, F14.4, F15.3, F16.3)
3. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills. (SCANS C1.3, C2.3, C5.3, C9.3, C10.4, C11.3, C12.3, C13.3, C14.3, C15.3, C16.2, F1.3, F2.3, F3.4, F4.3, F5.3, F6.3, F7.3, F8.4, F9.3, F10.2, F11.3, F12.3, F13.3, F14.4)
4. Appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (SCANS C4.4, C5.3, C10.3, C11.3, C13.4, C14.3, F1.3, F2.3, F4.3, F5.3, F9.3, F10.4, F11.3, F14.3, F15.3, F16.3)

SCANS Skills and Competencies

Beginning in the late 1980's, the U.S. Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS) conducted extensive research and interviews with business owners, union leaders, supervisors, and laborers in a wide variety of work settings to determine what knowledge workers needed in order to perform well on a job. In 1991 the Commission announced its findings in *What Work Requires in Schools*. In its research, the Commission determined that "workplace know-how" consists of two elements: foundation skills and workplace competencies.

INTC 2380
Course Syllabi

Course Outline

Determined by company.

Grade Scale

| | |
|----------|---|
| 90 – 100 | A |
| 80 – 89 | B |
| 70 – 79 | C |
| 60 – 69 | D |
| 0 – 59 | F |

Course Evaluation

Final grades will be calculated according to the following criteria:

| | |
|--|-----|
| Oral presentation (if applicable), Notebook, Weekly reporting | 50% |
| Supervisor's Interview/Evaluation | 50% |

Course Requirements

1. Follow the policies of the company with whom you are performing your co-op.
2. Report to your instructor at least once a week.

Course Policies

1. No food, drinks, or use of tobacco products in class.
2. No foul or harsh language will be tolerated
3. Turn off all Cell Phones during lectures
4. Headphones may be worn only upon Instructor approval
5. Do not bring children to class.
6. No Cheating of any kind will be tolerated. Students caught cheating or helping someone to cheat can and will be removed from the class for the semester. Cheating can result from expulsion from LIT.
7. If you wish to drop a course, the student is responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an 'F' in the course.

Disabilities Statement

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability

INTC 2380
Course Syllabi

requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the office in Student Services, Cecil Beeson Building.

Course Schedule

| WEEK | TOPIC | REFERENCE |
|------|--|-----------|
| 1. | Orientation | |
| 2. | Pay for class deadline | |
| 3. | Supervisor's name and phone number | |
| 4. | Turn updated resume and cover letter via Interface register www.myinterfase.com/lit/student | |
| 5. | Company History/Safety Notes | |
| 6. | Project Interview sign-up TBA | |
| 7. | Graduation Sign-up deadline (if applicable) | |
| 8. | Personal Goals/Journal Notes Update | |
| 9. | Project Interview TBA | |
| 10. | TWC Registration (Workforce Solutions) | |
| 11. | Pay for graduation. | |
| 12. | Co-op Pros and Cons | |
| 13. | Key Learnings | |
| 14. | Job Responsibilities | |
| 15. | Journal Notes Update | |
| 16. | Turn in Notebook/Course Evaluation/Turn in Updated Resume to Placement Office | |

Contact Information:

Instructor: Mr. Weldon Jacobs
Office: Building: T4 Room: 105
Telephone: (409) 880-8232
E-mail: weldon.jacobs@lit.edu
Office Hours: 11:00 am -12:30 pm M-R