

Cooperative Education - INMT (INMT 2380)



Credit: 3 semester credit hours (1 hours lecture, 19 hours lab)

Prerequisite/Co-requisite: CNSE 1371

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. *Audel Millwrights & Mechanics Guide* by Davis & Nelson 5th edition
 - a. ISBN number is 0-7645-4171-4.
2. Materials and/or equipment as required but not furnished by the employer.
3. Equipment possibly required to be furnished by students:
 - a. Hard Hat
 - b. Hearing protection
 - c. Fire retardant clothing
 - d. Safety Glasses
 - e. Gloves
 - f. Shoes

Course Objectives:

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

1. Apply the theory, concepts, and skills involving specialized material, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry
2. Will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills
3. Apply appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Course Outline:

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| 1. Personal Resume | b. Student and Instructor evaluate student's rating |
| a. Student develops resume | |
| b. Student submits resume to instructor for review | 3. History/Profile of Company |
| 2. Interview Questions/Answers | a. Student acquires history of employing company |
| a. Student participates in Project interview | b. Student develops a comparative profile of the company |
| | 4. Company Safety Procedures |

Approved 12/2013

INMT 2380

Course Syllabus

- a. Student acquires list of company Safety SOP
- b. Student applies SOP to work/job
5. Co-op Responsibilities
 - a. Student details responsibilities
 - b. Student explains how the responsibilities affect his work
6. Pros and Cons of Co-op
 - a. Student Lists Pros of Co-Op
 - b. Student Lists Cons of Co-OP
7. Personal Career Goals
 - a. List career goals
 - b. Compares goals to present Job
8. Notes
 - a. Keeps work notes
- b. Student applies notes to goals
9. Texas Workforce Commission
 - a. Student applies to TWC
 - b. Student retains application
10. Evaluation
 - a. Student submits evaluation to employer for consideration
 - b. Evaluation is retained by Student
11. Report
 - a. Student develops a report (Notebook)
 - b. Notebook and evaluation are graded by instructor

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:

Activity	Percentage
Note Book	25%
Employee Evaluation	75%
Total	100%

Course Requirements

1. Introduction to Co-OP
2. Verify Eligibility for CO-OP
3. Attend CO-OP Orientation
4. Acquire employment with Sponsoring Company
5. Complete the CO-OP Weekly reporting requirements
6. Achieve a favorable work evaluation

Attendance Policy

1. Attendance requirements set by the employer.
2. Student is allowed to have one (1) unexcused/excused absence. (12 points off grade)
3. Missed work ending in termination will result in Failing Grade.

Course Policies

1. **Students must possess and present LIT ID to attend class.**
2. No food, drinks, or use of tobacco products in class.
3. No foul or harsh language will be tolerated
4. Turn off all Cell Phones during lectures
5. Headphones may be worn only upon Instructor approval
6. Do not bring children to class.
7. 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.
8. 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.
9. Proper Dress
It is the student's responsibility to dress for work in an industrial atmosphere. Clothing will be as company requires for job.
10. Internet Usage
 - a. Classroom computers have access to the internet.
 - b. Student usage of the internet will be monitored.
 - c. Proper usage of the internet will be allowed. Used for classroom research or as directed.
 - d. Any unauthorized use of the internet will not be tolerated.
 - e. Improper usage of the internet, such as profanity, pornography, gambling, etc... will result in disciplinary action not limited to expulsion from LIT.

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

Student Code of Conduct Statement

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the LIT Catalog and Student Handbook. The LIT Catalog and Student Handbook may be accessed at www.lit.edu or obtained in print upon request at the Student Services Office.

Course Schedule

Week	Topic	Reference
1	Course introduction and orientation • Lecture	Handouts
2-16	Weekly Employment • Lecture • Lab: Work	