

Cooperative Education - Computer Installation and Repair Technology/Technician (CPMT 2380)



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

Prerequisite/Co-requisite: CPMT 1305, CPMT 2333, ITCC 1310, ITNW 1308

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. *No textbook is required*
2. 3-ring notebook with dividers
3. Obtain Co-op Packet from course instructor

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, laws. (SCANS: C1, C3, C5, C6, C7, C8, C11, C15, C16, C17, C18, C19, C20, F 1, F2, F5, F6, F7, F8, F9, F10, F11, F12, F13, F16, F17)
2. Interact within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry. (SCANS: C1, C3, C5, C6, C7, C8, C11, C15, C16, C17, C18, C19, C20, F 1, F2, F5, F6, F7, F8, F9, F10, F11, F12, F13, F16, F17)
3. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills. (SCANS: C1, C3, C5, C6, C7, C8, C11, C15, C16, C17, C18, C19, C20, F 1, F2, F5, F6, F7, F8, F9, F10, F11, F12, F13, F16, F17)
4. Demonstrate appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (SCANS: C1, C3, C5, C6, C7, C8, C11, C15, C16, C17, C18, C19, C20, F 1, F2, F5, F6, F7, F8, F9, F10, F11, F12, F13, F16, F17)

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.

CPMT 2380

Course Syllabus

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.

Course Outline

- A. Cooperative Education
 - 1. What is Expected?
 - 2. How will I Be Evaluated?
- B. Documentation
 - 1. Welcome Letter
 - 2. Application for Cooperative Education Employment
 - 3. Co-op Agreement Between LIT and Employer
 - 4. Training Station Agreement
 - 5. Notebook Checklist
- C. Job Responsibilities
 - 1. Know What is Expected
 - 2. Document What You Have Learned
 - 3. Job Descriptions
- D. Resume Writing
 - 1. When to Update
 - 2. What Resume Style Works for You
 - 3. What Should be On Your Resume
- E. Job Qualifications
 - 1. Are you the One for the Job?
 - 2. Interpreting Qualifications
- F. Journal
 - 1. What Should Be in Your Journal
 - 2. The Future of Your Journal
- G. Company Information
 - 1. Researching a Company
 - 2. Releasing Proprietary Information
 - 3. Company History
 - 4. Company Safety Policy and Safety Record
- H. Personal Goals
 - 1. 5 Year Plan
 - 2. 10 Year Plan
 - 3. Goal Management
- I. Cooperative Education Experience
 - 1. Pros and Cons
 - 2. What Would You Change?
- J. Site Visit
 - 1. Schedule
 - 2. Supervisor Information
 - 3. Results

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:

1. Notebook	60%
2. Supervisor Evaluation	20%
3. Weekly Communication	20%

Course Requirements

CPMT 2380

Course Syllabus

1. Completed Co-op Notebook containing documentation of work experience as outlined in the Co-op Packet.
2. Weekly communication with co-op instructor to discuss co-op experience.
3. Cooperative Education Program agreement signed by student.
4. Application for Cooperative Education Employment signed by student.
5. Cooperative Education Training Station Agreement signed by student, instructor, employer and Cooperative Education Coordinator.
6. Cooperative Education Program Agreement signed by employer and Cooperative Education Coordinator.

Course Policies

1. The student is responsible for obtaining employment, which they must keep for the duration of the semester.
2. Student must qualify academically for the Co-op program. They must have a 2.0 GPA or better.
3. Work periods should be scheduled to meet the students' academic schedule and employer requirements for coverage of a particular job. Based on employer needs, the student should be given work assignments which relate to the student's education and ability.
4. The quality of work performed must meet the standards set by the employer. Similarly, the students must meet the academic standards set forth by the Cooperative Education Program.
5. The employer determines the rate of pay.
6. Close cooperation and communication between the student, the instructor, and the employer is essential for a successful learning experience.
7. The employer agrees to assist in establishing training objectives for the student and to conduct a formal performance evaluation.
8. A grade of 'C' or better must be earned in this course for credit toward degree requirement.

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.

Course Schedule

Week of	Topic	Reference
Week 1	Syllabus and policies Course Introduction	Instructor
Week 2	Turn in documentation	Co-op Packet
Week 3	Job Responsibilities	Co-op Packet
Week 4	Resume	Co-op Packet
Week 5	Graduation Sign-up and degree review	Department Office
Week 6	Job Qualifications	Co-op Packet
Week 7	Review Journal	Co-op Packet
Week 8	Company History	Co-op Packet
Week 9	Company Safety	Co-op Packet
Week 10	Personal Goals	Co-op Packet
Week 11	Review Journal	Co-op Packet
Week 12	Pay for Graduation and review certification status	
Week 13	Co-op Pros and Cons	Co-op Packet
Week 14	Review site visit	Instructor
Week 15	Supervisor Evaluation	Co-op Packet
Week 16	Notebook due Co-op Presentation	Instructor

Contact Information:

Program Director: Lauri Arnold
Program Director
Computer Networking and Troubleshooting Technology

Office: Office 103C, TA-4

Telephone: (409) 839-2050

E-mail: lauri.arnold@lit.edu

Additional Course Policies

1. Notebooks will be due at the date and time specified. No late work will be accepted.
2. Co-op students will make a 5-minute presentation at the end of the semester that sums up the co-op experience.