

Cooperative Education (BMGT 2382)



Credit: 3 semester credit hours (1 hours lecture, 2 hours lab)

Prerequisites:

1. 24 semester credit hours in Degree Plan
2. Successfully passed 1st year major classes
3. Have attended the Institute in the past year prior to co-op in the present major.
4. Have participated in Project Interview
5. Have an updated resume and application in the LIT Placement Office prior to applying to co-op.

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

- a. Computer Access

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, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry. (SCANS: F1, F2, F3, F4, F5, F6, F7, F8, F9, F10, F11, F12, F13, F14, F15, F16, C1, C2, C3, C4, C5, C6, C7, C8, C9, C10, C11, C12, C13, C14, C15, C16, C17, C18, C19)
2. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (SCANS: F1, F2, F3, F4, F5, F6, F7, F8, F9, F10, F11, F12, F13, F14, F15, F16, C1, C2, C3, C4, C5, C6, C7, C8, C9, C10, C11, C12, C13, C14, C15, C16, C17, C18, C19)

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.

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Course Outline

1. Introduction to Co-OP
2. Co-Op Student Agreement
3. Co-Op Information Sheet
4. Co-Op Employer Agreement
5. Cover Letter & Personal resume
6. Interview questions/answer
7. Participation in Project Interview
8. Job Responsibilities & Description of Assignment
9. Co-op responsibilities
10. History/Profile of Company
11. Career Goals
12. Weekly Journal Notes
13. Pros & Cons of Co-op
14. Key Learnings
15. Work Keys Exit Exam
16. Supervisor's Evaluation
17. Weekly Reporting Matrix

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:

Notebook, Weekly Reporting, Project Interview, Site Visits	30%
Supervisor's Interview/Evaluation	70%

Course Requirements

1. Attend work as scheduled by company.
2. Adhere to all work rules & regulations.
3. Create Co-Op Notebook Project.
4. Weekly report.
5. Co-Op Student Agreement
6. Co-Op Employer Agreement
7. Co-Op Notebook.
8. Supervisor's Evaluation.
9. Pass Work Keys Post Test.

Course Policies

1. A grade of 'C' or better must be earned in this course for credit toward degree requirement.
2. Proper classroom decorum must be maintained at all times.

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3. No **DISRUPTIONS** will be tolerated and in this classroom, we will respect one another's right to learn.
4. No food, drinks, or use of tobacco products in class.
5. Cell phones, headphones, and any other electronic devices must be turned off while in class.
6. Do not bring children to class.
7. Do not walk out of class early without instructor's permission.
8. Academic Dishonesty will be dealt with most strictly. An automatic F for the semester, plus a report will be filed.
9. No late assignments will be accepted.
10. Makeup exams will not be given, unless arranged for in advance. If you miss an exam (including the final) for any reason, without making arrangements with me prior to the exam, you will receive a zero on that exam.
11. Exams (including the final) will begin on time. If you are more than 5 minutes late for the exam, you will not be allowed to take it.
12. 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.
13. Attendance is expected and required.
14. Additional class policies as defined by the individual course instructor.

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	Student Agreement	
Week 2	Vital Information Sheet	
Week 3	Employer Agreement	
Week 4	Sign up for Work Keys Exam	
Week 5	Cover Letter & Resume	
Week 6	Interview Questions & Sign up for Project Interview	

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Week of	Topic	Reference
Week 7	Job & Co-Op Responsibilities & Description of Assignment	
Week 8	Company History	
Week 9	Career Goals	
Week 10	Weekly Journal Notes	
Week 11	Pros & Cons of Co-Op	
Week 12	Site Visits	
Week 13	Pass Work Keys Exam	
Week 14	Project Interview	
Week 15	Key Learnings	
Week 16	Notebook/Supervisor's Evaluation Due	