

## 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. Materials and/or equipment as required by the employer.

### 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:

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

Approved 12/2013

INMT 2380  
Course Syllabus

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:

<b>Activity</b>	<b>Percentage</b>
Notebook	15%
Weekly reporting	15%
Supervisors interview / evaluation	70%
<b>Total</b>	<b>100%</b>

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**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

### **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 online resource:

<http://www.lit.edu/depts/stuserv/special/defaults.aspx>

### **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](http://www.lit.edu) or obtained in print upon request at the Student Services Office.

### **Starfish**

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.



### **Course Schedule**

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<b>Week</b>	<b>Topic</b>	<b>Reference</b>
1	Course introduction and orientation <ul style="list-style-type: none"><li>• Lecture</li></ul>	Handouts
2-16	Weekly Employment <ul style="list-style-type: none"><li>• Lab: Work</li></ul>	

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