Cooperative Training (HART 1380)

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

Prerequisite/Co-requisite: HART 2449, HART 2438

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. ISBN number is 10: 1-285-17998-6
   a. ISBN number is 978-1-63126-354-5

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.
2. Interact within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.
3. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills.
4. Demonstrate appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Course Outline
A. Responsible of co-op student
   1. Resume
   2. Interview techniques
B. Profile of employer
   1. Company history
   2. Company safety procedures
C. Career goals
   1. Salary history
   2. Job history
HART 1380
Course Syllabus

D. Notebook requirements
   1. Specific company history
   2. Specific company weekly reports

Grade Scale
   A  = 90-100
   B  = 80-89
   C  = 70-79
   D  = 60-69
   F  = 0-59

Course Evaluation
   1. 4 Tests                          33%
   2. Comprehensive Final              33%
   3. Homework/Lab work                33%

Course Requirements
   1. Homework assignments
   2. Hands on lab activities
   3. Complete comprehensive final

Course Policies
   1. There will be no horseplay tolerated.
   2. No open foot shoes, sandals, or flip-flops: closed foot shoes only.
   3. No smoking, eating, or sleeping will be tolerated during class.
   4. If an assignment is late, there will be 5 points deducted per day.
   5. No hanging jewelry or rings in lab.

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.

Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

Course Schedule

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<th>Week</th>
<th>Topic</th>
<th>Reference</th>
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<tr>
<td>1 &amp; 2</td>
<td>Personal resume</td>
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<td>3</td>
<td>Interview questions</td>
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<td>Company profile</td>
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<td>History of the company</td>
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<td>6</td>
<td>Safety procedures</td>
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<td>7</td>
<td>Responsible of the co-op student in the work place</td>
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<tr>
<td>8</td>
<td>Pros &amp; cons of co-op</td>
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<tr>
<td>9 &amp; 10</td>
<td>Personal career goals</td>
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<td>11 &amp; 12</td>
<td>Work force commission registration</td>
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<tr>
<td>13</td>
<td>Personal evaluation</td>
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<td>14</td>
<td>Weekly reports</td>
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<tr>
<td>15</td>
<td>Compile notebook requirements</td>
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<td>16</td>
<td>Turn in notebook</td>
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