

Cooperative Education - AET (DEMR 1280)



Credit: 2 semester credit hours (2:1:10)

Prerequisite/Co-requisite: Consent of Instructor /DEMR 2412

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. Determined by Employer and 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, and laws.
2. Interactions 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. 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

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- 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 – 89.9	B
70 – 79.9	C
60 – 69.9	D
0 – 59.9	F

Course Evaluation

Final grades will be calculated according to the following criteria:

1. Notebook 20%
2. Weekly reporting 20%
3. Supervisor's Interview/Evaluation 60%

Course Requirements

1. Must have taken all pre-requisites and have an overall LIT GPA of 2.5 .
2. Attend an orientation session prior to registering for the class.
3. Register with their Program Director
4. Complete all required forms and return to their instructor, no later than the first week of the semester.
 - a. Student Application
 - b. Statement of Release
 - c. Training Station Agreement
 - d. Release and Indemnification Agreement

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5. Comply with all company rules, regulations and work requirements during the semester.
6. Contact your instructor by phone or email on a weekly basis.
7. Create a notebook that complies with the requirements described in the Coop Handbook.

Attendance Policy:

1. Missing more than 20% of classes will result in an automatic “F” for the course.
2. Absences are counted for unexcused, excused and coming to class late.
3. Missing more than 20% of a class period will count as an absence.
4. Being tardy 3 times equals 1 absence.

If you wish to drop, you are responsible for the drop process. I will not initiate the drop, no matter how many absences or zeroes you have; that is, if you stop coming to class and do not drop, you will earn an F in the course.

Students are allowed only 6 drops, from any public Institute of higher education, in their lifetime.

Course Policies

1. No food, drinks, or use of tobacco products in class.
2. Beepers, telephones, headphones, and any other electronic devices must be turned off while in class.
3. Do not bring children to class.
4. No late assignments will be accepted.
5. Tests. Students that miss a test are not allowed to make up the test. Students that miss a test will receive a grade of ‘0’.
6. Attendance Policy. Two absences are allowed. If a student is tardy to class or departs early three (3) times, it will be equal to one (1) absence. Each absence beyond two absences will result in a 5 point deduction from your final grade.
7. 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.
8. Student must check in with instructor each week via email or phone.
9. Additional class policies as defined by the individual course instructor.

Students may vary in their competency levels on these abilities. You can expect to acquire these abilities only if you honor all course policies, attend classes regularly, complete all assigned work in good faith and on time, and meet all other course expectations of you as a student.

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 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

Week	Topic	Reference
1 & 2	Introduction and Personal Resume	Handouts
3	Interview questions	
4	Company profile	
5	History of the company	
6	Safety procedures	
7	Responsible of the co-op student in the work place	
8	Pros & cons of co-op	
9 - 10	Personal career goals	
11-12	Work force commission registration	
13	Personal evaluation	
14	Weekly reports	
15	Compile notebook requirements	
16	Turn in notebook	

(Each week is a test grade toward student evaluation)

The following course schedule will be adhered to in the main but should not be regarded as being set in stone. The instructor may make changes to the schedule, but you will be informed of any changes in class. If you are absent on a day in which changes to the schedule have been announced, it is your responsibility to find out those changes.

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