

Cooperative Education- INST (INTC 2480) 7A0

CREDIT

4 Semester Credit Hours (1 hour lecture, 21 hours lab off campus)

MODE OF INSTRUCTION

Online/Off Campus

PREREQUISITE/CO-REQUISITE:

INTC 1301 & CETT 1405

Complete the Online Orientation and answer yes to 7+ questions on the Online Learner Self Evaluation: <https://www.lit.edu/onlinelearning/online-orientation/is-distance-learning-right-for-me>

COURSE DESCRIPTION

Career-related activities encountered in the student's area of specialization offered through an individual agreement among the college, employer and student. Under the supervision of the college and the employer, the student combines classroom learning with the work experience. Includes a lecture component.

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. 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. Appropriate written and verbal communication skills using the terminology of the occupation and the business / industry

INSTRUCTOR CONTACT INFORMATION

Instructor: Chelsea Hoke

Email: clhoke@lit.edu

Office Phone: 409-247-4936

Office Location: PATC 207

Virtual Office Hours: Wednesday 11:00am-12:00pm

REQUIRED TEXTBOOK AND MATERIALS

1. Determined by employer
2. Notebook and student co-op handbook

ATTENDANCE POLICY

Online attendance is based on the class Discussion Board. LATE Discussion posts will not be graded. Missing 20%, or more of the class discussions will result in an automatic "F" for the course.



**LAMAR INSTITUTE
OF TECHNOLOGY**

DROP POLICY

If you wish to drop a course, you are 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.

COURSE CALENDAR (subject to change)

Week	Topic	Reference
1/2	Introduction and personal resume	Handouts
3	Interview questions & answers	
4	Company profile	
5	History of the company	
6	Safety procedures	
7	Pros and cons of co-op	
8	Personal career goals	
9/10	Supervisor Evaluation/Compile notebook requirements	

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

Notebook/Beginning Documents- 15%

Weekly Reporting- 15%

Employer Evaluation- 70%

GRADE SCALE

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

TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

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

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.

Student responsibilities

1. Must have taken all pre-requisites and have an overall LIT GPA of 2.5
2. Must attend an orientation session prior to registering for the class
3. Must register with their program director
4. Must complete all required forms and return them 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
5. Comply with all company rules, regulations and work requirements during the semester
6. Contact your instructor on a weekly basis
7. Create a notebook that meets all requirements listed by instructor

Workplace rules

1. Be at work on time
2. Learn and adhere to all safety rules
3. Turn off your cell phone
4. Respect all employees
5. Do not discuss your salary
6. Avoid gossip and politics
7. Be neat and clean in appearance
8. Dress appropriately per the companies dress code
9. Do not wear face jewelry or piercings
10. Use please and thank you often and sincerely
11. Use appropriate English (leave the ain't at the door)

Workplace performance

1. Do the job thoroughly and of the best quality possible
2. Follow instructions, take your duties seriously
3. Meet all deadlines
4. If you don't know, ask questions; take notes
5. Observe and learn as much as you can every day
6. Be a good team player; be flexible
7. Ask to attend meetings and events that seem appropriate
8. Expect to do some menial work
9. Ask for tasks to do
10. Exhibit a can-do attitude
11. Communicate respectfully and tactfully your ideas and suggestions
12. Set realistic goals and expectations

ADDITIONAL COURSE POLICIES/INFORMATION

1. No Cheating of any kind will be tolerated. Students caught cheating or helping someone to cheat can and will be removed from the class for the semester. Cheating can result from expulsion from LIT.
2. If you wish to drop a course, the student is responsible for initiating and completing the drop process. If you stop accessing the Blackboard class and fail to drop the course, you will earn an 'F' in the course.
3. Students must have access to, and knowledge of basic computer functions (including Blackboard)
4. Students should check Blackboard daily.

5. Internet Usage – Students are expected to use proper net etiquette while participating in course emails, assignment submissions, and online discussions.

6. Technical Requirements- The latest technical requirements, including hardware, compatible browsers, operating systems, software, Java, etc. can be found online at:

https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support/Browser_C

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