

## Cooperative Education (BMGT 2382 – 7A1)

### CREDIT

03 Semester Credit Hours (01 hours lecture, 20 hours lab)

### MODE OF INSTRUCTION

Online

### PREREQUISITE/CO-REQUISITE:

None

### 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. This is a capstone course for the AAS degree. Students must complete Work Keys tm Test.

### COURSE OBJECTIVES

Upon completion of this course, the student will be able to

- 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.
- 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.

### INSTRUCTOR CONTACT INFORMATION

Instructor:	Dr. Yumi Shin
Email:	<a href="mailto:yshin@lit.edu">yshin@lit.edu</a>
Office Phone:	409-247-5296
Office Location:	Technology Center, TC-229
Office Hours:	M. W: 8:30 – 9 am & 12 – 3 pm
	T.Th: 10 am – 1:30 pm
	F: 9:30 – 11:30 am

### REQUIRED TEXTBOOK AND MATERIALS

No textbook required.



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Approved: **Initials/date**

## ATTENDANCE POLICY

Students are highly-recommended to login and access the course 2-3 times per week. Attendance is taken daily for face-to-face classes.

## 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

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
Week 1	Coop Education		Coop Information Packet Pg5-8
Week 2	Coop Education		Resume & Weekly Report #1
Week 3	Coop Education		Weekly Report #2
Week 4	Coop Education		Weekly Report #3 (Weeks 1-4 Assignments Due 2/11, Sunday at 11:59pm)
Week 5	Coop Education		History / Profile of the Company Weekly Report #4
Week 6	Coop Education		Weekly Report #5
Week 7	Coop Education		Weekly Report #6
Week 8	Coop Education		Coop Education Responsibilities Weekly Report #7 (Weeks 5-8 Assignments Due 3/10, Sunday at 11:59pm)
Week 9	Spring Break		
Week 10	Coop Education		Pros and Cons of a Co-op Weekly Report #8
Week 11	Coop Education		Weekly Report #9
Week 12	Coop Education		Personal Career Goals Weekly Report #10
Week 13	Coop Education		Weekly Report #11 (Weeks 10-13 Assignments Due 4/14, Sunday at 11:59pm)
Week 14	Coop Education		Weekly Report #12
Week 15	Coop Education		Supervisor's Evaluation Weekly Report #13
Week 16	Coop Education		Final Report (Weeks 14-16 Assignments Due 5/5, Sunday at 11:59pm)
5/2/24 (Thur) : Final Exam Begins			

## **COURSE EVALUATION**

Final grades will be calculated according to the following criteria:

- **Weekly Assignments & Attendance** 70%
- **Final Report** 30%

## **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](mailto: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](http://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.

## **ADDITIONAL COURSE POLICIES/INFORMATION**

### **ANNOUNCEMENTS**

Announcements will be posted in Blackboard under the Announcements as needed. Therefore, it is important to check in Blackboard regularly.

### **ASSIGNMENTS**

All assignments will have their due dates posted in Blackboard. Please refer to the course syllabi and Assignment Due Dates in Blackboard.

**Late assignments will not be accepted**, so students make sure to complete and submit the assignments by the due dates.

### **PROFESSIONAL COMMUNICATION**

Students can contact the instructor via email at [yshin@lit.edu](mailto:yshin@lit.edu), or phone [409-247-5296](tel:409-247-5296).

Students must use appropriate e-mail etiquette when corresponding with the instructor. This involves writing emails in a "letter" format as opposed to "text chat" format.

**The instructor will respond to e-mail and voicemail communication within 48 hours Monday through Friday.** Voicemail messages should be clearly spoken identifying the student's name, course, and any return phone number.