Cooperative Education - Computer Installation and Repair Technology/Technician (CPMT 2380)

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

Prerequisite/Co-requisite: CPMT 1311, CPMT 2333, ITCC 1314, ITNW 1308

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. This course includes a lecture component.

Required Textbook and Materials

1. No textbook is required
2. 3-ring notebook with dividers

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

1. Cooperative Education
    a. What is Expected?
    b. How Will I Be Evaluated?
2. Vital Information Sheet
3. Employer Agreement
4. Resume Writing
    a. When to Update
    b. What Resume Style Works for You
    c. What Should be On Your Resume
5. Journal
    a. Time Management
    b. Professional Goals
    c. Interviews
    d. Achievements

       e. Difficult Feedback/Weakness
       f. Leadership Style
       g. DISC Personality Test
       h. Accomplishments
       i. Company History
       j. Communication Skills
       k. Ethics
       l. Customer Service Skills
       m. Documentation
       n. Teamwork
       o. Letter of Recommendation
6. Final Folder
7. Supervisor Evaluation
8. Co-Op Presentation

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:

1. Notebook   60%
2. Supervisor Evaluation   20%
3. Assignments   20%

Course Requirements

1. Completed Co-op Notebook containing documentation of work experience as outlined in the Blackboard course.
2. Weekly communication with co-op instructor.
3. Vital Information sheet completed by the student.
4. Employer agreement completed by the student and signed by the employer.
5. Complete the assignments as listed in Blackboard course.

Course Policies

1. The student is responsible for obtaining employment, which they must keep for the duration of the semester.
2. Student must qualify academically for the Co-op program. They must have a 2.0 GPA or better.

3. Work periods should be scheduled to meet the students' academic schedule and employer requirements for coverage of a particular job. Based on employer needs, the student should be given work assignments which relate to the student's education and ability.
4. The quality of work performed must meet the standards set by the employer. Similarly, the students must meet the academic standards set forth by the Cooperative Education Program.
5. The employer determines the rate of pay.
6. Close cooperation and communication between the student, the instructor, and the employer is essential for a successful learning experience.
7. The employer agrees to assist in establishing training objectives for the student and to conduct a formal performance evaluation.
8. A grade of 'C' or better must be earned in this course for credit toward degree requirement.

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 office in Student Services, Cecil Beeson Building.

Technical Requirements (for courses using Blackboard)

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

https://help.blackboard.com/en-us/Learn/9.1_2014_04/Student/015_Browser_Support/015_Browser_Support_Policy

A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of the online technology and resources.

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.

For more information: http://lit.edu/STEP/StarFish.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. Please note that the online version of the LIT Catalog and Student Handbook supersedes all other versions of the same document.

Certification Requirement

CNTT majors are required to earn certification in one of the following areas prior to graduation.

- A+ Certification
- Cisco Certified Entry Network Technician (CCENT)
- Cisco Certified Network Associate (CCNA)
- Microsoft Certified Solutions Associate (MCSA)