

Cooperative Education (BMGT 2382)



Credit: 3 semester credit hours (1 hours lecture, 20 hours intern)

Prerequisite/Co-requisite:

Have passed THEA or COMPASS

24 hours in Degree Plan

2.5 Overall GPA

2.8 Major GPA

Successfully passed 1st year major classes

Have attended the Institute in the past year prior to co-op in the present major.

Will earn 53 college credit hours towards degree

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. Computer Access
- b. Blackboard 9.1 Access

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, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.
2. Utilize application software to perform accounting tasks; maintain records and prepare and analyze reports for a business entity.
3. Demonstrates legal and ethical behavior; interpersonal and teamwork skills; and appropriate written and verbal skills; in a business environment.
4. Demonstrates software knowledge/skills using accounting and office software.

Course Outline

Cover Letter & Personal resume

Journal Assignments

- a. Time Management
- b. Professional Goals
- c. Interview questions/answer
- d. Achievements
- e. Difficult Feedback
- f. Leadership Styles
- g. Accomplishments
- h. Company History
- i. Communication
- j. Ethics
- k. Marketing
- l. Teamwork

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. Internship Evaluation & Attendance 70%
2. Assignment 30%

Course Requirements

1. Prepare a resume, cover letter, and a report outlining your professional goals. Weekly journal outlining your duties performed each week.
2. **Turn in Supervisor information (name, contact phone number, and email). This is mandatory.**
3. Log into Blackboard 3 times weekly. Regular, reliable access to Blackboard via internet is required for this online course.
4. Turn in weekly internship journals and other assigned items by the due date shown on the course calendar. Failure to do so will result in a failing course grade.
5. E-Mail/Voice Mail Etiquette:
Students must use appropriate e-mail etiquette when corresponding with instructor; for example, complete sentences and a full subject line with your name/course name. Please allow the instructor Forty-eight (48) hours to respond to your emails. Voice mail messages should be clearly spoken identifying student's name, course, and any return phone number.

Course Policies

1. Assignments Policy: All assignments should be completed and submitted in blackboard by the date assigned by the instructor. Late assignments will not be accepted. Students that turn in an assignment late will receive a grade of '0'. If you are absent when an assignment is given, you will receive a zero. Any missed assignments and/or quizzes will be not be given the opportunity to be made-up. Students will keep a weekly journal on their intern experience and will prepare weekly reports due each Sunday for the previous week to be turned in on Black Board.
2. Attendance Policy: Attendance will be taken online. The student is required to log into BlackBoard at least three times a week. If a student does not log into BlackBoard, that student is still responsible for all work and/or discussion missed. It is the student's responsibility to determine what it is he or she missed, not the instructor's. *The instructor will not take additional time outside of class to inform a student of what occurred during the time they were not logged into BlackBoard.* The best source of missed material or assignments is a classmate. Students must adhere to the dress code and other policies of their internship location (i.e., scrubs, no denim, etc.).
Students must notify internship supervisor and instructor regarding absences. It is the student's responsibility to make up any missing hours. All internships must be completed by noon on last class day of semester.
3. If you wish to drop a course, the student is responsible for initiating and completing the drop process. If you stop coming to class or attending class online and fail to drop the course, you will earn an 'F' in the course.
4. The instructor will respond to e-mail and voice mail communication within 48 hours Monday through Friday. Assignment grades will be published within 2 weeks of the assignment due date.
5. Additional class policies as defined by the individual course instructor.
6. Course Schedule is tentative.

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)839-2018. You may also visit the online resource at Special Populations - Lamar Institute of Technology (lit.edu)

Course Schedule

Week of	Topic
Week 1&2	Cover Letter &Resume
Week 3	Journal Assignment
Week 4	Journal Assignment:
Week 5	Journal Assignment
Week 6	Journal Assignment
Week 7	Journal Assignment
Week 8	Journal Assignment
Week 9	Journal Assignment
Week 10	Journal Assignment
Week 11	Journal Assignment
Week 12	Journal Assignment
Week 13	Journal Assignment
Week 14	Journal Assignment
Week 15	Journal Assignment
Week 16&17	Updated Cover Letter &Resume

Contact Information:

Instructor: Tamalla Jones
Office: Technology Center Room 229
Telephone: (409) 951-5714
E-mail: tjones4@lit.edu
Office Hours: TBA