

## Cooperative Education (BMGT 2382 7A1)

### CREDIT

3 Semester Credit Hours (1 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:

As outlined in the learning plan, 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; and will 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:	Tamalla Jones
Email:	tjones4@lit.edu
Office Phone:	409-247-5009
Office Location:	TA4 Room 103C
Office Hours:	By Appointment Only

### REQUIRED TEXTBOOK AND MATERIALS

No textbook required, Blackboard 9.1 Access



**LAMAR INSTITUTE  
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Approved: **Initials/date**

## 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

## 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	ASSIGNMENTS (Due on this Date)
Week 1 8/26-31/2024	Course Introduction: Please read your Syllabi	
Week 2 9/1 - 7/2024	Cover Letter and Resume	
Week 3 9/8-14/2024	Journal Assignment #1	
Week 4 9/15-21/2024	Journal Assignment #2	
<b>9/23/2024</b>	<b>Weeks 1-4 Assignments Due</b>	<b>09/23/2024</b>
Week 5 9/22-28/2024	Journal Assignment #3	
Week 6 9/30-10/05/20224	Journal Assignment #4	
Week 7 10/6-12/2024	Journal Assignment #5	
Week 8 10/13-19/2024	Journal Assignment #6	
<b>10/21/2024</b>	<b>Weeks 5-8 Assignments Due</b>	<b>10/21/2024</b>
Week 9 10/20-26/2024	Journal Assignment #7	
Week 10 10/27-11/2/2024	Journal Assignment #8	
Week 11 11/3-9/2024	Journal Assignment #9	
Week 12 11/10-16/2024	Journal Assignment #10	
<b>11/18/2024</b>	<b>Weeks 9-12 Assignments Due</b>	<b>11/18/2024</b>
Week 13	Journal Assignment #11	

11/17-23/2024		
Week 14-16 11/24/2024 thru 12/9/2024	Revised Cover Letter and Resume	
<b>12/9/2023</b>	<b>Weeks 13-16 Assignments Due</b>	<b>12/9/2024</b>

### COURSE EVALUATION

Final grades will be calculated according to the following criteria:

Assignment 100%

### 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.

### **ARTIFICIAL INTELLIGENCE STATEMENT**

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses

### **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**

#### **ACADEMIC DISHONESTY**

Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution's Academic Dishonesty Policy available in the Student Catalog & Handbook at <http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty>.

#### **ASSIGNMENTS POLICY**

**All assignments should be completed and submitted in Blackboard by the date assigned by the instructor. Please refer to the course syllabi and Assignment Due Date link in blackboard for Assignment due dates and times. Late assignments will not be accepted.** Please use the link provided under the **Weekly Assignments link** in Blackboard to complete your Assignments. Students that turn in an assignment late will receive a grade of '0'. If you are absent when an assignment is due, you will receive a zero. Any missed assignments and/or quizzes will not be given the opportunity to be made-up.

## **COMMUNICATION POLICY**

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.

## **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.