

## **Cooperative Training (HART 1380 7A1)**

### **CREDIT**

4 Semester Credit Hours (1 hours lecture, 19 hours lab)

### **MODE OF INSTRUCTION**

Cooperative Training

### **PREREQUISITE/CO-REQUISITE:**

HART 2449, HART 2438

### **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.

### **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**

- A. Responsible of co-op student
  1. Resume
  2. Interview techniques
- B. Profile of employer
  1. Company history
  2. Company safety procedures
- C. Career goals
  1. Salary history
  2. Job history
- D. Notebook requirements
  1. Specific company history
  2. Specific company weekly reports



**LAMAR INSTITUTE  
OF TECHNOLOGY**

## INSTRUCTOR CONTACT INFORMATION

Instructor: Royace Hill

Email: [rrhill@lit.edu](mailto:rrhill@lit.edu)

Office Phone: 409.257.0068

Office Location: ITC2 Room 101

Office Hours: 5-530PM

Mondays & Wednesdays

## REQUIRED TEXTBOOK AND MATERIALS

**SKILLMILL** Online digital learning resource provided by Lamar Institute of Technology.

**Modern Refrigeration and Air Conditioning** textbook by Althouse, Turnquist, and Bracciano, either of the two latest editions

## ATTENDANCE POLICY

**Absences totaling no more than 20% of class meetings**

## 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 (DATES ARE SUBJECT TO CHANGE)**

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
WEEK 1-2	Personal resume		1.23.2026
WEEK 3	Interview questions		2.20.2026
WEEK 4	Company profile		2.27.2026
WEEK 5	History of the company		3.13.2026
WEEK 6	Safety procedures		3.20.2026
WEEK 7	Responsible of the co-op student in the work place		3.27.2026
WEEK 8	Pros & cons of co-op		4.2.2026
WEEK 9-10	Personal career goals		4.10.2026
WEEK 11-12	Work force commission registration		4.17.2026

WEEK 13	Personal evaluation		4.24.2026
WEEK 14	Weekly reports		5.1.2026
WEEK 15	Compile notebook requirements		5.8.2026
WEEK 16	Turn in notebook		5.11.2026

### **COURSE EVALUATION**

Final grades will be calculated according to the following criteria:

- EXECUTED & NOTORIZED AGREEMENT 25%
- WEEKLY REPORTING 25%
- COMPLETED NOTEBOOK 50%
  - RESUME 10%
  - TRANSCRIPT 10%
  - COMPANY PROFILE 10%
  - EMPLOYER EVALUATION 10%
  - PRESENTATION 10%

### **GRADE SCALE**

**A= 90-100**

**B= 80-89**

**C=70-79**

**D=60-69**

**F= 0-59**

### **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 \(lit.edu\)](https://www.lit.edu/special-populations).

### **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](https://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**

#### **Course Requirements**

1. Homework assignments
2. Hands on lab activities
3. Use of Blackboard and other Web based platforms and resources
4. It is require to complete a safety policy form

#### **Course Policies**

1. No horse playing tolerated, always maintain a safe learning environment.
2. No open foot shoes, sandals, or flip-flops: closed foot shoes *only*.
3. No smoking, eating, or sleeping will be tolerated during class; LIT is a tobacco free campus

4. No rings or other jewelry and lanyards worn exterior that can be a lab hazard.
5. No unauthorized use of cell phones and computers during class.
6. Safety glasses or goggles and gloves are required while working in the lab

- 7.** No make-up for missed exams; but lowest written exam score will be dropped from final grade
- 8.** Due dates are *final*, acceptance of late work will be instructor's discretion
- 9.** Two times tardy will result in an absence; always notify the instructor for excused absences
- 10.** Executed completion of the HVAC Safety Policy and Procedure Form required before working in Lab.
- 11.** Instructor will reply to student's emails within 2 business days.