

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

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. 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.

Course Outline

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|-----------------------------------|-----------------------------|
| 1. Introduction to Co-OP | e. Difficult Feedback |
| 2. Co-Op Student Agreement | f. Leadership Styles |
| 3. Co-Op Information Sheet | g. Accomplishments |
| 4. Co-Op Employer Agreement | h. Company History |
| 5. Cover Letter & Personal resume | i. Communication |
| 6. Journal Assignments | j. Ethics |
| a. Time Management | k. Marketing |
| b. Professional Goals | l. Teamwork |
| c. Interview questions/answer | m. Letter of Recommendation |
| d. Achievements | |

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Course Syllabus

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|---|-----------------------------|
| 7. Job Responsibilities & Description of Assignment | 10. Career Goals |
| 8. Co-op responsibilities | 11. Weekly Journal Notes |
| 9. History/Profile of Company | 12. Pros & Cons of Co-op |
| | 13. Supervisor's Evaluation |

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:

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|--|-----|
| 1. Notebook, Weekly Reporting, Site Visits | 30% |
| 2. Supervisor's Interview/Evaluation | 70% |

Course Requirements

1. Attend work as scheduled by company.
2. Adhere to all work rules & regulations.
3. Create Co-Op Notebook Project.
4. Weekly reporting.
5. Co-Op Student Agreement submitted by due date.
6. Co-Op Employer Agreement submitted by due date.
7. Co-Op Notebook MUST be submitted by due date.
8. Supervisor's Evaluation MUST be received by due date.

Course Policies

1. A grade of 'C' or better must be earned in this course for credit toward degree requirement.
2. Proper classroom decorum must be maintained at all times.
3. No DISRUPTIONS will be tolerated and in this classroom, we will respect one another's right to learn.
4. No food, drinks, or use of tobacco products in class.
5. Cell phones, headphones, and any other electronic devices must be turned off while in class.
6. Do not bring children to class.
7. Do not walk out of class early without talking to me before the class begins.

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8. Academic Dishonesty will be dealt with most strictly - An automatic F for the semester, plus a report will be filed.
9. On exam day, all desks MUST be clear except for exam materials. All purses, backpacks, notebooks, etc. should be stored under the desks - including CELL PHONES.
10. No late assignments will be accepted.
11. Makeup exams will not be given, unless arranged for in advance. If you miss an exam (including the final) for any reason, without making arrangements with me prior to the exam, you will receive a zero on that exam.
12. Exams (including the final) will begin on time. If you are more than 5 minutes late for the exam, you will not be allowed to take it.
13. If you wish to drop a course, the student is 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.
14. Attendance is expected and required.
15. Additional class policies as defined by the individual course instructor.

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.

Course Schedule

Week of	Topic
Week 1	Student Agreement Vital Information Sheet
Week 2	Employer Agreement Cover Letter & Resume
Week 3	Journal Assignment: Time Management
Week 4	Journal Assignment: Professional Goals
Week 5	Journal Assignment: Interview questions/answer
Week 6	Journal Assignment: Achievements
Week 7	Journal Assignment: Difficult Feedback
Week 8	Journal Assignment: Leadership Styles
Week 9	Journal Assignment: Accomplishments

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Week of	Topic
Week 10	Journal Assignment: Company History
Week 11	Journal Assignment: Communication
Week 12	Journal Assignment: Ethics
Week 13	Journal Assignment: Marketing
Week 14	Journal Assignment: Teamwork
Week 15	Journal Assignment: Letter of Recommendation
Week 16	Supervisor's Evaluation Due Notebook & Presentation Due <ol style="list-style-type: none">1. Resume and cover letter2. Interview questions / answers3. History / Profile of the company4. Co-op education responsibilities5. Pros and Cons of a Co-op6. Personal Career Goals7. Supervisor's Evaluation8. Weekly Reports9. Bibliography

Contact Information:

Instructor: Kara Baker
Office: Office 105B, Building T4
Telephone: (409) 839-2926
E-mail: kara.baker@lit.edu
Office Hours: TBA