

Cooperative Education - INST (INTC 2480 7A1)

CREDIT

4 Semester Credit Hours (1 hour lecture, 21 hours lab)

MODE OF INSTRUCTION

Online/Off Campus

PREREQUISITE/CO-REQUISITE:

INTC 1301 & CETT 1405

Complete the Online Orientation and answer yes to 7+ questions on the Online Learner Self Evaluation: <https://www.lit.edu/onlinelearning/online-orientation/is-distance-learning-right-for-me>

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

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:	Chelsea Hoke
Email:	clhoke@lit.edu
Office Phone:	409-247-4936
Office Location:	PATC 207
Office Hours:	Tuesday/Thursday 10:00am-11:00am

REQUIRED TEXTBOOK AND MATERIALS

Determined by employer

Approved: CH 01/20/2023



Course requirements

1. Must have taken all pre-requisites and have an overall LIT GPA of 2.5, or higher
2. Must attend an orientation session prior to registering for the class
3. Must register with their program director
4. Must complete all required forms and return them to their instructor no later than the first week of the semester
 - a. Student application
 - b. Statement of release
 - c. Training station agreement
 - d. Release and indemnification agreement
5. Comply with all company rules, regulations and work requirements during the semester
6. Student must work a total of 352 hours, or more, throughout the semester

ATTENDANCE POLICY

Students are required to attend work, on time, when scheduled to receive course credit for the cooperative education position.

Online attendance is based on the class Discussion Board. LATE Discussion posts will not be graded. Missing 20%, or more of the class discussions will result in an automatic "F" for the course.

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 (subject to change)

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
Week 1/2	Course introduction, policies, & personal resume		Discussion/ Weekly Check-In
Week 3	Interview Questions		Discussion/ Weekly Check-In
Week 4	Company Profile		Discussion/ Weekly Check-In
Week 5	History of the Company		Discussion/ Weekly Check-In
Week 6	Safety Procedures		Discussion/ Weekly Check-In
Week 7	Student's Responsibilities		Discussion/ Weekly Check-In
Week 8	Pros & Cons of Co-Op		Discussion/ Weekly Check-In
Week 9/10	Personal Career Goals		Discussion/ Weekly Check-In
Week 11/12	Personal Evaluation		Discussion/ Weekly Check-In
Week 13/14	Compile Notebook Requirements		Discussion/ Weekly Check-In
Week 15	Submit Notebook Documents		Discussion/ Weekly Check-In

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

Supervisor Interview/Evaluation- 70%

Weekly Check-Ins/Discussions- 15%

Notebook- 15%

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. 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. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

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

1. Follow all rules and regulations as provided by the employer.
2. No Cheating of any kind will be tolerated. Students caught cheating or helping someone to cheat can and will be removed from the class for the semester. Cheating can result from expulsion from LIT.
3. If you wish to drop a course, the student is responsible for initiating and completing the drop process. If you stop accessing the Blackboard class and fail to drop the course, you will earn an 'F' in the course.
4. Students must have access to, and knowledge of basic computer functions (including Blackboard)
5. Students should check Blackboard daily.
6. Internet Usage – Students are expected to use proper net etiquette while participating in course emails, assignment submissions, and online discussions.
7. Technical Requirements- The latest technical requirements, including hardware, compatible browsers, operating systems, software, Java, etc. can be found online at: https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support/Browser_Checker A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of the online technology and resources.
8. **There will be a 20 point penalty deducted for each day from late work. Late DISCUSSION POSTS will NOT be graded- This is your attendance for the week.**