

Cooperative Education  
BMGT 2382.7A1 – Spring 2023



**LAMAR INSTITUTE  
OF TECHNOLOGY**

**INSTRUCTOR CONTACT INFORMATION**

Instructor: Tamalla Jones  
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Office Phone: 409-247-5009  
Office Location: Technology Building Rm 229  
Office Hours: Mon. – Tues. 11-2, Wed. – Thurs. 9-2 and Friday 8-8:30

**CREDIT**

3 Semester Credit Hours (3 hours lecture, 0 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.

**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
- 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

**REQUIRED TEXTBOOK AND MATERIALS**

- No textbook is required
- Blackboard 9.1 Access

**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 by the specified drop date as listed on the [Academic Calendar](#). If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

### **STUDENT EXPECTED TIME REQUIREMENT**

For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students should prepare to allocate approximately six to nine hours per week outside of class in a 16-week session OR approximately twelve to eighteen hours in an 8-week session. Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

### **COURSE CALENDAR**

DATE	TOPIC	READINGS (Due on this date)	ASSIGNMENTS (Due on this date)
Week 1 1/17-21/2023	Course Introduction: Please read your Syllabi		
Week 2 1/22-28/2023	Cover Letter and Resume	02/13/2023	02/13/2023
Week 3 1/29/2023 thru 2/4/2023	Journal Assignment #1	02/13/2023	02/13/2023
Week 4 2/5-11/2023	Journal Assignment #2	02/13/2023	02/13/2023
<b>Week 4 2/6-13/2023</b>	<b>Weeks 1-4 Assignments Due</b>	<b>02/13/2023</b>	<b>02/13/2023</b>
Week 5 2/12-18/2023	Journal Assignment #3	03/20/2023	03/20/2023
Week 6 2/19-25/2023	Journal Assignment #4	03/20/2023	03/20/2023
Week 7 2/26/2023 Thru 3/4/2023	Journal Assignment #5	03/20/2023	03/20/2023
Week 8 3/5-11/2023	Journal Assignment #6	04/17/2023	04/17/2023
<b>Week 8 3/6-20/2023</b>	<b>Weeks 5-8 Assignments Due</b>	<b>03/20/2023</b>	<b>03/20/2023</b>
Week 9	Spring Break		

DATE	TOPIC	READINGS (Due on this date)	ASSIGNMENTS (Due on this date)
3/12-18/2023			
Week 10 3/19-25/2023	Journal Assignment #7	04/17/2023	04/17/2023
Week 11 3/26/2023 thru 4/1/2023	Journal Assignment #8	04/17/2023	04/17/2023
Week 12 4/2-8/2023	Journal Assignment #9	05/08/2023	05/08/2023
Week 13 4/9-15/2023	Journal Assignment #10	05/08/2023	05/08/2023
<b>Week 13 4/10-17/2023</b>	<b>Weeks 10-13 Assignments Due</b>	<b>04/17/2023</b>	<b>04/17/2023</b>
Week 14 4/16-22/2023	Journal Assignment #11	05/08/2023	05/08/2023
Week 15-16 4/23/2023 thru 5/06/2023	Revised Cover Letter and Resume	05/08/2023	05/08/2023
<b>Week 17 5/7-11/2023</b>	<b>Weeks 14-17 Assignments Due</b>	<b>05/08/2023</b>	<b>05/08/2023</b>

### COURSE EVALUATION

Final grades will be calculated according to the following criteria:

- Internship Evaluation & Attendance 30%
- Assignments 70%

### GRADE SCALE

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- 0-59 F

LIT does not use +/- grading scales

### 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 accessible on the LIT website.

## TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at [Online Learning Requirements](#). A functional broadband internet connection, such as DSL, cable, or Wi-Fi 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.

## 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 log in 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

- Assignments Policy: **All homework and quizzes 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.

- The instructor will respond to e-mail and voicemail communication within 48 hours Monday through Friday. Assignment grades will be published within 2 weeks of the assignment's due date.
- E-Mail/Voice Mail Etiquette: Students must use appropriate e-mail etiquette when corresponding with the 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. Voicemail messages should be clearly spoken identifying the student's name, course, and any return phone number