Cooperative Education   202390.DFTG2380.7A1

CREDIT
3 Semester Credit Hours (1 hour lecture, 19 hours lab)

MODE OF INSTRUCTION
Online

PREREQUISITE/CO-REQUISITE:
DFTG 2319, ARCE 1315

COURSE DESCRIPTION
Career-related activities encountered in the student's area of specialization offered through an individual agreement among the college, employer and student. Under the supervision of the college and the employer, the student combines classroom learning with the 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 and 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. Appropriate written and verbal communication skills using the terminology of the occupation and the business / industry

INSTRUCTOR CONTACT INFORMATION

Instructor:	Johnny Pousson
Email:	jlpousson@lit.edu
Office Phone:	409-839-2060
Office Location:	TA5 room 109
Office Hours:	Varies

REQUIRED TEXTBOOK AND MATERIALS
1. Determined by employer

Approved: SAS / 1-20-2023

2. Notebook and student co-op handbook

ATTENDANCE POLICY
All work during absence must be made up.
20% absence allowed – 4 tardies are equivalent to 1 absence.
Miss more than 20% of classes and receive a grade of 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

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
Week 1	Co-op docs and rules		Check-ins weekly and
Week 2	Weekly check-in		Initial docs due
Week 3	Weekly check-in		
Week 4	Weekly check-in		
Week 5	Weekly check-in		
Week 6	Weekly check-in		
Week 7	Weekly check-in		
Week 8	Weekly check-in		
Week 9	Weekly check-in		
Week 10	Weekly check-in		
Week 11	Weekly check-in		
Week 12	Weekly check-in		
Week 13	Weekly check-in		
Week 14	Weekly check-in		
Week 15	Site-visit		
Week 16	Remaining docs and notebooks		

COURSE EVALUATION
Final grades will be calculated according to the following criteria:

Assignments	25%
Test	25%
Professionalism	10%
Projects	20%
Final	20%

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. No food, drinks or use of tobacco products in class.

2. No foul or harsh language will be tolerated.

3. Turn off all cell phones during lectures.

4. Headphones may be worn only upon instructor approval.

5. Do not bring children to class.

6. 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 in expulsion from LIT.

7. 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.

8. Back-ups

It is the student's responsibility to make back-up copies of their work. Do not rely on the server to be

there 100% of the time. I cannot help you if you lose your work. Remember that in order for your work

to be graded it must be turned in.

9. Internet usage

      a. Classroom computers have access to the internet.

      b. Student usage of the internet will be monitored.