



## **Cooperative Education - PTAC (CTEC 2580)**

**Credit:** 5 Semester Credit Hours, 1 Lecture, 39 Lab

**Prerequisite:** PTAC 2438, PTAC 2314

### **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.

### **Required textbook and materials**

1. Determined by employer
2. Student co-op handbook

### **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

### **Course outline**

- A. Personal resume
  1. Student develops resume
  2. Student submits resume to instructor for review
- B. History / profile of company
  1. Student acquires history of employing company
  2. Student develops a comparative profile of the company
- C. Company safety procedures
  1. Student acquires a list of company safety SOP
  2. Student applies SOP to work / job
- D. Co-op responsibilities
  1. Student details responsibilities
  2. Student explains how the responsibilities affect his work
- E. Pros and cons of co-op
  1. Student lists pros of co-op
  2. Student lists cons of co-op

CTEC 2580  
Course Syllabus

- F. Personal career goals
  - 1. List of career goals
  - 2. Compares goals to present job
- G. Notes
  - 1. Keeps work notes
  - 2. Student applies notes to goals
- H. Evaluation
  - 1. Student submits evaluation to employer for consideration
  - 2. Evaluation is retained by student
- I. Report
  - 1. Student develops a report – notebook online during the semester
  - 2. Notebook and evaluation are graded by instructor

**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:

| <b>Activity</b>                    | <b>Percentage</b> |
|------------------------------------|-------------------|
| Notebook                           | 15%               |
| Weekly reporting                   | 15%               |
| Supervisors interview / evaluation | 70%               |
| <b>Total</b>                       | <b>100%</b>       |

**Course requirements**

- 1. Must have taken all pre-requisites and have an overall LIT GPA of 2.5
- 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

**Course Policies**

- 1. Follow all rules and regulations as provided by the employer

### **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) or obtained in print upon request at the Student Services Office.

### **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 in the Cecil Beeson Building.

### **Course Schedule**

| <b>Week</b> | <b>Topic</b>  | <b>Reference</b> |
|-------------|---|------------------|
| 1/2         | Introduction and personal resume                      | Handouts         |
| 3           | Weekly reports  |                  |
| 4           | Company profile                                       |                  |
| 5           | History of the company                                |                  |
| 6           | Safety procedures                                     |                  |
| 7           | Responsibility of the co-op student in the work place |                  |
| 8           | Pros and cons of co-op                                |                  |
| 9/10        | Personal career goals                                 |                  |
| 11/12       | Weekly reports  |                  |
| 13          | Personal evaluation                                   |                  |
| 14          | Weekly reports  |                  |
| 15          | Compile notebook requirements                         |                  |
| 16          | Turn in notebook                                      |                  |

### **Student responsibilities**

1. Must have taken all pre-requisites and have an overall LIT GPA of 2.5
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. Contact your instructor on a weekly basis

7. Create a notebook that complies with the requirements listed below
8. Make a 5-10 minute presentation of your experiences at the end of the semester

**Instructor responsibilities**

1. Identify opportunities for students
2. Provide assistance to student in obtaining positions
3. Organize and store student forms / records
4. Counsel each student on a weekly basis and keep a log of all contacts
5. Talk with students' supervisor on a weekly basis and keep a log of all conversations. Submit weekly log to the department chair
6. Meet with the student and their supervisor towards the end of the semester and evaluate student on their job performance

**Employer responsibilities**

1. Ensure that the students' work is related to the students' major
2. Provide a safe and healthy work environment
3. Provide a planned progressive work sequence for each student
4. Allow the student to attend a weekly one hour lecture provided by LIT or time to speak with their instructor on a weekly basis
5. Provide a position for the student for the duration of the semester that they are enrolled in the class. Total hours differ per credits as listed below

| Semester credit hours for the course | Hours the student is required to work per semester |
|--------------------------------------|--|
| 2                                    | 128  |
| 3                                    | 240  |
| 4                                    | 352  |
| 5                                    | 464  |

**Workplace rules**

1. Be at work on time
2. Learn and adhere to all safety rules
3. Turn off your cell phone
4. Respect all employees
5. Do not discuss your salary
6. Avoid gossip and politics
7. Be neat and clean in appearance
8. Dress appropriately per the companies dress code
9. Do not wear face jewelry or piercings

10. Use please and thank you often and sincerely
11. Use appropriate English (leave the ain't at the door)

### **Workplace performance**

1. Do the job thoroughly and of the best quality possible
2. Follow instructions, take your duties seriously
3. Meet all deadlines
4. If you don't know, ask questions; take notes
5. Observe and learn as much as you can every day
6. Be a good team player; be flexible
7. Ask to attend meetings and events that seem appropriate
8. Expect to do some menial work
9. Ask for tasks to do
10. Exhibit a can-do attitude
11. Communicate respectfully and tactfully your ideas and suggestions
12. Set realistic goals and expectations

### **Workplace ethics**

1. If you make a commitment, keep it
2. Be honest
3. Do not make personal calls
4. Do not take office supplies. None of these excuses are acceptable:
  - a. "It's only a pen." Yes and you didn't pay for it
  - b. "Nobody will care." Don't assume anything
5. Keep breaks within the allotted time
6. Do not abuse sick leave
7. Use computers, copiers and office equipment for work purposes only
8. Be honest about your time record
9. Maintain and submit accurate travel and expense expenditures
10. Keep confidential information to yourself