

COURSE TITLE (Cooperative Education – AET) (DEMR 1280 7A4)

CREDIT

2 Semester Credit Hours (1 hours lecture, 10 hours lab)

MODE OF INSTRUCTION

Face to Face

PREREQUISITE/CO-REQUISITE:

Consent of Instructor /DEMR 2412

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:

1. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, and laws.
2. Interactions 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: Pete Matak III

Email: pmatak@lit.edu

Office Phone: 409 247 5058

Office Location: ITC-2 104

Office Hours: Monday / Wednesday 1:30 – 2:30 pm during semester



**LAMAR INSTITUTE
OF TECHNOLOGY**

REQUIRED TEXTBOOK AND MATERIALS

1. Determined by Employer and Instructor work attire
2. Three ring binder folder, with divider and clear sheet insert protector for pages.

ATTENDANCE POLICY

1. Missing more than 20% of classes will result in an automatic “F” for the course.
2. Absences are counted for unexcused, excused and coming to class late.
3. Missing more than 20% of a class period will count as an absence.
4. Being tardy 3 times equals 1 absence.

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

Week	TOPIC	READINGS	ASSIGNMENTS
1	Introduction and Personal Resume	Prepared Hand out	Organize paper work and get forms completed
2	Interview questions	Prepared Hand out	Organize paper work and get forms completed
3	Company profile	Prepared Hand out	Organize paper work and get forms completed
4	History of the company	Prepared Hand out	Organize paper work and get forms completed
5	Safety procedures	Prepared Hand out	Organize paper work and get forms completed
6	Responsible of the co-op student in the work place	Prepared Hand out	Organize paper work and get forms completed
7	Pros & cons of co-op	Prepared Hand out	Organize paper work and get forms completed
8	Personal career goals	Prepared Hand out	Organize paper work and get forms completed
9	Personal evaluation	Prepared Hand out	Organize paper work and get forms completed
10	Weekly reports	Prepared Hand out	Organize paper work and get forms completed
11	Compile notebook requirements	Prepared Hand out	Organize paper work and get forms completed
12	Turn in notebook	Note book information	Turn in completed notebook on due time.

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

1. Notebook 25%
2. Weekly reporting 15%
3. Supervisor's Interview/Evaluation 60%

GRADE SCALE

90 – 100	A
80 – 89.9	B
70 – 79.9	C
60 – 69.9	D
0 – 59.9	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. Student must check in with instructor each week via email or phone.
2. **No Cell Phone or Electronic Devices** allowed in class, except in special circumstances and it is approved by the instructor.
All cell phones must be turned off and put away. Text messaging during class time will not be tolerated. Text messaging during an exam will be considered academic dishonesty. The exam will be considered over and the student will receive a zero for the exam.
3. **No** smoking or use of any **tobacco** products allowed
4. Do not bring any **food** or **drinks** in class
5. No visitor allowed in class including children
6. Do not disturb lecture for any reason. If you must leave class or come in late, do so without disturbing class.
7. **DRESS CODE: Proper work attire only, NO Open shoes, Short pants, low riding, or sleeveless shirts, will be allowed in any program classrooms.**
8. **No** grades will be **dropped**, No homework or assignments can be made upon accepted after the instructor has taken up for grading.
9. **Homework** must be done **in proper outline form, neat and legible**, prepared on **loose leaf (8.5" X 11") note book paper**, written only on **one** side.
10. Assignment must be turn in at the beginning of class
11. Any student caught cheating will be dropped from class and given an F for the semester grade.
12. Additional class policies as defined by the individual course instructor
13. Instructor will reply to students email in a reasonable time or within 3 working days.

NOTE:

Students who violate any of these policies will be asked to leave class and given an absent for the class period. Students who are continuing disturbing classes will be suspended from class for the remainder of the semester and given an grade of F.

Students may vary in their competency levels on these abilities. You can expect to acquire these abilities only if you honor all course policies, attend classes regularly, complete all assigned work in good faith and on time, and meet all other course expectations of you as a student.

Course Outline

1. Personal Resume
 - a. Student develops resume
 - b. Student submits resume to instructor for review
2. Interview Questions/Answers
 - a. Student participates in Project interview
 - b. Student and Instructor evaluate student's rating
3. History/Profile of Company
 - a. Student acquires history of employing company
 - b. Student develops a comparative profile of the company
4. Company Safety Procedures
 - a. Student acquires list of company Safety SOP
 - b. Student applies SOP to work/job
5. Co-op Responsibilities
 - a. Student details responsibilities
 - b. Student explains how the responsibilities affect his work
6. Pros and Cons of Co-op
 - a. Student Lists Pros of Co-Op
 - b. Student Lists Cons of Co-Op
7. Personal Career Goals
 - a. List career goals
 - b. Compares goals to present Job
8. Notes
 - a. Keeps work notes
 - b. Student applies notes to goals
9. Texas Workforce Commission
 - a. Student applies to TWC
 - b. Student retains application
10. Evaluation
 - a. Student submits evaluation to employer for consideration
 - b. Evaluation is retained by Student
11. Report
 - a. Student develops a report (Notebook)
 - b. Notebook and evaluation are graded by instructor