

Cooperative Training (HART 1380)



Credit: 3 semester credit hours (1 hour lecture, 19 hours lab)

Prerequisite/Co-requisite: HART 2449, HART 2438

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.

Required Textbook and Materials

1. Electricity for Refrigeration, Heating and Air Conditioning by Russell E. Smith, 9th edition.
 - a. ISBN number is 10: 1-285-17998-6
2. Modern Refrigeration and Air Conditioning by Althouse, Turnquist, and Bracciano, 19th edition.
 - a. ISBN number is 978-1-61960-199-4

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, 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. Demonstrate appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Course Outline

- A. Responsible of co-op student
 1. Resume
 2. Interview techniques
- B. Profile of employer
 1. Company history
 2. Company safety procedures
- C. Career goals
 1. Salary history
 2. Job history

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- D. Notebook requirements
 - 1. Specific company history
 - 2. Specific company weekly reports

Grade Scale

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

Course Evaluation

- 1. 4 Tests 33%
- 2. Comprehensive Final 33%
- 3. Homework/Lab work 33%

Course Requirements

- 1. Homework assignments
- 2. Hands on lab activities
- 3. Complete comprehensive final

Course Policies

- 1. There will be *no* horseplay tolerated.
- 2. No open foot shoes, sandals, or flip-flops: closed foot shoes *only*.
- 3. No smoking, eating, or sleeping will be tolerated during class.
- 4. If an assignment is late, there will be 5 points deducted per day.
- 5. No hanging jewelry or rings in lab.

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 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 her office located in the Cecil Beeson Building, room 120.

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

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

Course Schedule

Week	Topic	Reference
1 & 2	Personal resume	
3	Interview questions	
4	Company profile	
5	History of the company	
6	Safety procedures	
7	Responsible of the co-op student in the work place	
8	Pros & cons of co-op	
9 & 10	Personal career goals	
11 & 12	Work force commission registration	
13	Personal evaluation	
14	Weekly reports	
15	Compile notebook requirements	
16	Turn in notebook	

Contact Information

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Office Hours: 11:00a.m. - 12:30p.m.