

Cooperative Education (BMGT 2382 – 7A1)

CREDIT

03 Semester Credit Hours (01 hours lecture, 20 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. Students must complete Work Keys tm Test.

COURSE OBJECTIVES

Upon completion of this course, the student will be able to

- 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.

INSTRUCTOR CONTACT INFORMATION

Instructor: Dr. Yumi Shin

Email: yshin@lit.

Office Phone: 409-247-5296

Office Location: Technology Center, TC-229

Office Hours: M.W: 11 – 12:30 pm & T.Th: 9-11 am / 1 pm – 2:30 pm

REQUIRED TEXTBOOK AND MATERIALS

No textbook required.

ATTENDANCE POLICY

Approved: Initials/date



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OF TECHNOLOGY**

Students are highly-recommended to login and access the course 2-3 times per week. Attendance is taken daily for face-to-face classes.

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 (8/21/23-8/27/23)	Course Introduction: Please read your Syllabi		
Week 2 (8/28/23-9/3/23)	Cover Letter and Resume		
9/4/23, Monday: Labor day			
Week 3 (9/4/23-9/10/23)	Journal Assignment #1		
Week 4 (9/11/23-9/17/23)	Journal Assignment #2		
Week 5 (9/18/23-9/24/23)	Journal Assignment #3		Weeks 1-4 Assignments Due Sep. 24 at 11:59pm
Week 6 (9/25/23-10/1/23)	Journal Assignment #4		
Week 7 (10/2/23-10/8/23)	Journal Assignment #5		
Week 8 (10/9/23-10/15/23)	Journal Assignment #6		
Week 9 (10/16/23-10/22/23)	Journal Assignment #7		
Week 10 (10/23/23-10/29/23)	Journal Assignment #8		Weeks 5-9 Assignments Due Oct. 29 at 11:59pm

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

ANNOUNCEMENTS

I will typically post announcements weekly, usually on Sunday afternoons. These announcements indicate upcoming due dates and notes which will be important to your success in this course. You should carefully read these announcements every week.

PROFESSIONAL COMMUNICATION

My preferred method of communication is through email at yshin@lit.edu.

Students must use appropriate e-mail etiquette when corresponding with their instructor. This involves writing emails in a "letter" format as opposed to "text chat" format.

Alternatively, you may contact me on my office number **409-247-5296**. You will likely be directed to voicemail. Please leave a message with your Name, Your

Course Number (ex: BUSI 1301 – 2A1), and the main reason(s) you are calling me. I will assume you are a spam call if you do not leave me a message and I will not return your call without this information.

USE OF INSTRUCTIONAL MATERIALS

Instructional materials, such as Powerpoint Presentations, Instructional Videos, etc. are provided in Blackboard for each chapter. These will be useful in understanding and reinforcing concepts as they are presented in class. Content folders are scheduled to unlock/grant access throughout the semester to ensure synchronous learning.

DUE DATES

All assignments will have their due dates posted in the announcements at the beginning of the week. Typically, all assignments are due on Sundays until 11:59 CST PM.

EXTRA CREDIT

All opportunities for extra credit will be announced in advance. DO NOT ask for additional opportunities!

MISCELLANEOUS

Reliable Internet access is required for all online courses and many traditional courses. Computer failure and lack of internet access are not acceptable excuses for missed assignments, projects, quizzes, or exams. A lack of preparation on your part does not constitute an emergency on my part. Do not postpone completion of assignments until the last minute.

You are expected to attend class as a professional student. This means you are to demonstrate proper hygiene, dress appropriately, and conduct yourself in a professional manner. Disrespect or insubordination will not be tolerated and will result in dismissal from class.

I will not discuss your academic progress over the phone. I will not answer emails past 6:30pm (1830) each day and I will not answer emails over the weekend (Friday at 1700 until Sunday at 1500).

It is the responsibility of the student to properly withdraw from the course. The

withdraw process will not be initiated by the instructor. It is my policy to NOT give Incompletes as a final course grade.

I reserve the right, as the instructor to change, alter, omit, or add to the tentative course outline and calendar. This course continues to be a "work in progress". Assignments, due dates, etc. can change.