



**LAMAR INSTITUTE  
OF TECHNOLOGY**

## Cooperative Education – PTAC (CTEC 2580 7A1)

### **INSTRUCTOR CONTACT INFORMATION**

Instructor: James Robinson  
Email: jrobinson2@lit.edu  
Office Phone: 409-247-5376  
Office Location: ExxonMobil PATC room 205  
Office Hours: Tuesday and Thursday 3:00 – 5 pm

### **CREDIT**

5 Semester Credit Hours (1 hours lecture, 39 hours lab)

### **MODE OF INSTRUCTION**

On-site Operations work in an approved LIT PTAC facility. The LIT Instructor will provide assignments for the students to communicate learned objectives.

### **PREREQUISITE/CO-REQUISITE:**

PTAC 2314 and PTAC 2438

### **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  
Apply the theory, concepts and skills involving specialized materials, tools, equipment, procedure, regulations and laws and interactions within the among political, economic, environmental, social and legal systems associated with the occupation and the business/industry.

Demonstrate legal and ethical behavior, safety practice, interpersonal and teamwork skills and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Student will complete a written or oral presentation describing their unit duties and overall experience to the LIT Coop Instructor.

### **REQUIRED TEXTBOOK AND MATERIALS**

**LIT PTAC Coop releases, supervisor evaluation. Site specific learning materials will be provided by the employer.**

**ATTENDANCE POLICY**

**On-site work schedule will be determined by the coop employer.**

**DROP POLICY**

If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified drop date as listed on the [Academic Calendar](#). If you stop coming to class and fail to drop the course, you will earn an “F” in the course.

**STUDENT EXPECTED TIME REQUIREMENT**

For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students should prepare to allocate approximately six to nine hours per week outside of class in a 16-week session OR approximately twelve to eighteen hours in an 8-week session. Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

**COURSE CALENDAR**

<b>DATE</b>	<b>TOPIC</b>	<b>READINGS (Due on this Date)</b>	<b>ASSIGNMENTS (Due on this Date)</b>
Week 1	On-site work		Release of liability paperwork due
Week 2	On-site work		Weekly update
Week 3	On-site work		Weekly update
Week 4	On-site work		Weekly update
Week 5	On-site work		Weekly update
Week 6	On-site work		Weekly update
Week 7	On-site work		Weekly update
Week 8	On-site work		Weekly update
Week 9	On-site work		Weekly update
Week 10	On-site work		Weekly update
Week 11	On-site work		Weekly update
Week 12	On-site work		Weekly update
Week 13	On-site work		Weekly update
Week 14	On-site work		Weekly update
Week 15	On-site work		Written/oral presentation due
Week 16	On-site work		Supervisor Evaluation due

**COURSE EVALUATION**

Final grades will be calculated according to the following criteria:

- Supervisor evaluation 70%
- Weekly reporting 15%
- Written/Oral presentation 15%?

#### **GRADING SCALE**

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

LIT does not use +/- grading scales

#### **ACADEMIC DISHONESTY**

Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution's Academic Dishonesty Policy available in the Student Catalog & Handbook at <http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty>.

#### **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](mailto: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](http://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**

N/A