Cooperative Education – Computer Installation and Repair Technology/Technician (CPMT 2380 7A1)

LAMAR INSTITUTE OF TECHNOLOGY

INSTRUCTOR CONTACT INFORMATION

Instructor:	Susan Joiner
Email:	sljoiner@lit.edu
Office Phone:	409-247-5326
Office Location:	TA4 Room 103A
Office Hours:	MWF 7:30-8:00am; 12:00-3:00pm TR7:30-8:00am; 1:30-3:00pm

CREDIT
3 Semester Credit Hours (1 hour lecture, 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. This course 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, procedures, regulations, laws
- Interact 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
- Demonstrate appropriate written and verbal communication skills using the terminology of the occupation and the business/industry

REQUIRED TEXTBOOK AND MATERIALS
- No textbook is required
- Computer with internet access

ATTENDANCE POLICY
Students are expected to log into the Blackboard course weekly and review the course material. Additionally, you are required to check your LIT emails weekly. Assignments are due each week. Attendance is based on assignment submissions.

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 (Subject to Change)

DATE	COURSE CONTENT	DUE DATE
Week 1 1/16-1/21	Introduction/Syllabus Vital Information Sheet Employer Agreement Time Management	1/21/2024
Week 2 1/21-1/28	Resume and Cover Letters Professional Goals	1/28/2024
Week 3 1/28-2/4	Interviews	2/4/2024
Week 4 2/4-2/11	Achievements	2/11/2024
Week 5 2/11-2/18	Difficult Feedback/Weaknesses	2/18/2024
Week 6 2/18-2/25	Leadership Styles	2/25/2024
Week 7 2/25-3/3	DISC Personality Test	3/3/2024
Week 8 3/3-3/10	Accomplishments	3/10/2024
Week 9 3/17-3/24	Company History	3/24/2024
Week 10 3/24-3/31	Communication Skills	3/31/2024
Week 11 3/31-4/7	Ethics	4/7/2024
Week 12 4/7-4/14	Customer Service Skills	4/14/2024
Week 13 4/14-4/21	Documentation Presentation	4/21/2024
Week 14 4/21-4/28	Teamwork Supervisor Evaluation	4/28/2024
Week 15 4/28-5/5	Letter of Recommendation	5/5/2024

Week 16 5/5-5/9	Final Project	5/7/2024

COURSE EVALUATION
Final grades will be calculated according to the following criteria:
- Final Presentation   60%
- Supervisor Evaluation   20%
- Assignments   20%

GRADE SCALE
90-100	A
80-89	B
75-79	C
70-74	D
0-69	F

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 accessible on the LIT website.

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 Wi-Fi 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

- **Late Work:** All assignment due dates are indicated in the Blackboard course for this class. Late work will not be accepted in this class. **There are no exceptions.**
- **Assignment Submissions**: All assignments must be submitted via Blackboard unless specified by your instructor. Assignments submitted through any other method will receive a '0'.
- **Assignment Grading:** Grades for assignments may be accessed through My Grades in Blackboard. Each assignment shows your grade and any grading comments made on your assignment.
- **Course Grade Requirements:** A grade of 'C' or better must be earned in this course for credit toward degree requirement.

COMMUNICATING WITH YOUR INSTRUCTOR

- Email is the preferred method for contacting the instructor.
- You must include the course number (CPMT 2380) and section number (section 7A1).
- Please allow 24 hours during the week and 48 hours on the weekend for a response.

Certification Requirement

Cyber Security and Networking majors are required to earn certification in one of the following areas prior to graduation.

- A+ Certification
- Network+ Certification
- Security+ Certification
- Linux+ Certification
- Cisco Certified Network Associate (CCNA)