

COOPERATIVE EDUCATION

ACCOUNTING—ACNT 1382, 2382, 2383
BUSINESS TECHNOLOGY—POFT 1380, 2380
BUSINESS MANAGEMENT—BMGT 1382, 2382
CETT 2380
COMPUTER SCIENCE—ITSE 1380
DRAFTING—DFTG 2381
NETWORKING—ITNW 1380
REAL ESTATE—RELE 1381 & 2381

STUDENT DOCUMENT

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Instructor/Facilitator	Pat Grubbs, Sheryl Wright, Pat Massey
Office Hours	By appointment
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Time and day of course	TBA (to be announced).

INTRODUCTION

Cooperative Education is a comprehensive and flexible strategy of applied learning incorporated into the curriculum of academic programs to enable students to define, evaluate, and achieve career-related objectives. This leaning is based upon supervised work experiences in cooperating employer organizations.

Cooperative Education is a course designed for developing and applying knowledge, technical skills, and interpersonal skills in the workplace.

The Cooperative Education program can provide various benefits to the student, the college, and the community.

For the **STUDENT**, Cooperative Education:

1. Offers opportunities for personal and professional development.
2. Teaches technical skills, knowledge, and values critical to successful performance on the job.
3. Provides direct connections with business professionals.
4. Demonstrates relationships between college education and community organizations.
5. Increases sensitivity to ethical considerations underlying behavior in business, public, and private life.

For the **COLLEGE**, Cooperative Education:

1. Strengthens college service to the community.
2. Increases college contributions to the economic and social institutions of the community.
3. Provides a means for the training of motivated, competent employees.

ENTRY REQUIREMENTS

Enrollment in a Cooperative Education (Business Division) course requires a declared study major in Accounting, Business Technology, Business Management, Computer Science, Drafting, Networking, and Real Estate. In addition, students in career exploration courses or students working toward an AA or certificate in a specific technical education program may enroll. If not enrolled in the Career Exploration, the student should have an appropriate job placement. Coop learning experiences must be properly sequenced with other courses in the program and the student should have developed a minimum level of technical competency prior to entering the work site. Students must have met the minimum requirements of coursework as set forth in the College catalogue. Enrollment also requires prior approval of the Cooperative Education Coordinator.

When offered, enrollment in a second course in Cooperative Education requires successful completion of the first course in Cooperative Education in the same study major. Thus, when offered, a third course in Cooperative Education requires successful completion of the first and second course in Cooperative Education in the same study major.

A current completed Cooperative Education Application form, a current Learning Objectives form and a signed Letter of Agreement form must be on file with the Cooperative Education Coordinator prior to the semester's fourth-class meeting day in any Cooperative Education course.

GUIDELINES AND REQUIREMENTS

1. The student is to maintain a current class schedule and a current address and telephone number on file with the Coordinator.
2. The student is required to maintain no less than a "C" grade in all subjects to remain qualified for further Cooperative Education courses.
3. Attendance in class is required for a grade in this course. Make-up for excused absences (missed class) may be arranged with the coordinator.
4. **Continued employment and satisfactory job performance in the approved job placement during the term of the semester are required.**
5. Projects in the specified learning objectives area must be satisfactorily completed in order to qualify for a grade as specified under "Grading System," below.
6. Student conformance to the established individual course schedule should be recognized as an important measure of performance toward a grade in the course.
7. An application form, agreement form, objective form and evaluation form must be received by the instructor in order for a grade can be assigned to the student.

GRADING SYSTEM

Grading Scale:

Grade	Scoring
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Receiving a grade in Coop is based on a learning contract arrangement between the student, coordinator, and employer. A final grade is determined based upon the student's performance in the following areas.

1. Eight (8) objectives listed on objective form = **25%** (objective grade will be figured as a result of the number of objectives listed and approved by coordinator: $8/8=100\%$, $5/8=63\%$, $4/8=50$, etc.).
2. Forms (Application form, Agreement form, Objective form, Evaluation form) = **10%**
3. Eight sessions will be considered for your attendance and/or participation in class grade. Included will be assignments, speakers, films, workshops, $8/8=100\%$ $4/8=50\%$, $5/8=63$, etc.=**25%**
4. Overall job performance/work and evaluation form. = **40%**

Lecture Component	TOTAL
Fall & Spring, Summer Semesters	16 hours contact or lecture, films, classwork

COURSE WITHDRAWAL

It is the student's responsibility to formally withdraw from this course; the instructor will not withdraw a student from this course for any reason. Students failing to formally withdraw by the "W" date will be awarded a grade commensurate with the points earned through the date of the student's last day of attendance. For more information contact the office of Admissions and Records.

OBJECTIVES

On or before the third class meeting, the student, with the assistance of the coordinator and the employer, will identify projects to be undertaken and will write descriptive statements thereof in conformance with eight (8) different learning objectives. Listed below are examples. You may choose eight (8) of the objectives below or create objectives on your own that you feel are advantageous to your specific workplace.

Examples of Objectives

The student will or the student will know how to...

1. improvement of safety in the workplace
2. improvement of interpersonal working relationships with individuals or groups for the overall benefit of the individuals and the company;
3. making practical application of concepts and skills learned in the classroom in order to demonstrate improved job performance or workplace efficiency;
4. increasing the knowledge of the employing organization's products and services, organizational structure and operations, and/or goals and policies – and showing how the student's job makes relevant contributions;
5. development of skills in treating human conflict situations as problem-solving opportunities for the benefit of those involved;
6. development of skill for getting along with others
7. investigation of future trends in professional dress policies and or casual dress to avoid possible problems and increase your opportunity for advancement.
8. investigation of ethical questions and standards of behavior in the job or career area, and their relationship to business success for employees and companies.
9. increasing awareness of specific computer skills needed to improve job performance
10. expanding knowledge of how to maintain good health at work and at home;
11. improving workplace speaking skills;
12. developing a plan of time management to meet deadlines and complete task;
13. increasing awareness of what it is to work under pressure and how to deal with it;
14. developing a plan to recognize your company's strengths and weaknesses;
15. dependability a plan for being on time and giving an honest day's work, what this means to you.

ACADEMIC HONESTY POLICY

Students are expected to be honest in all academic endeavors. Students enrolled in this course will adhere to College of the Mainland's Academic Honesty Policy:

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies.

Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

"Cheating on a test" shall include:

- a. Copying from another student's test paper.
- b. Using test materials not authorized by the person administering the test.
- c. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- d. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
- e. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- f. Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- g. Bribing another person to obtain an unadministered test or information about an unadministered test.

"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

"Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

(copied from COM Policy Manual)

Any student violating this policy will be reported to the Dean of Student Affairs and shall be subject to discipline and/or suspension.

AMERICANS WITH DISABILITIES

College of the Mainland complies with Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act. If you have a documented disability and need special accommodations, please contact Michelle Kettler in the Advisement Center (409-938-1211, X124).

SCANS Matrix:

The Secretary's Commission on Achieving Necessary Skills (SCANS), which was created in 1990 to advise the Secretary of Labor, has researched and defined the competencies and skills needed for employment and workplace success. On page five (5) of this document is a matrix that shows the SCANS skills and competencies found in this course.