



Cooperative Education
DFTG 2381-00IN
Spring 2023

Instructor Information:

Name: Andrew Gregory
Email: Agregory2@com.edu
Phone: 409 933-8161

Student hours and location:

T, W, 2:00- 5:00 pm ICB 313-14 F 1:00-2:30 TEAMS

Required Textbook and Materials:

No textbook required.

E-mail address and access to a computer to complete assignments

Storage disk for saving your files

Items Needed for Career Portfolio

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. Classroom topics include reviewing various workplace skills, analyzing personal career interests, values, and aptitudes; surveying and researching career fields with related educational and training requirements; and basic job search skills such as completing applications, writing letters of application, developing and using resumes, and interviewing.

Course Requirements:

1. All students enrolling in their first Internet or Hybrid section must complete the **Online Learner Workshop** to be able to navigate this course. Register for this free workshop which is listed in the Online Learner Workshop (WBCT 1003) section. You will be able to access the WBCT 1003 course at <https://de.com.edu>.
2. The student enrolling in this class **must secure a job in his/her field of study** by the time the semester starts. The position must be for a minimum of 20 hours per week. It can be a paid or unpaid position. The student will not be able to continue the class unless s/he has a job with the above requirement.
3. **Additional Course requirements:** Class members are expected to:
 - Working at least 20 hours per week at a paid or unpaid job in the field of study.
 - Complete all course work in a professional manner, free of errors. Students may be asked to revise work to meet workplace standards.
 - Turn in Application Form, Agreement Form, Objective Form, Work Schedule and Evaluation Form, **on or before due date**. Student will **not receive a passing grade** without all forms being submitted. These forms are required by the Texas Higher Education Coordinating Board.

Methods of evaluation employed to evaluate student performance are:

Since work, and being successful in the workplace, is the major emphasis for this class, most of the assignments focus on behavior, traits and acquaintance with what is required to be successful in a work environment. Methods of evaluation to be employed include a variety of means to evaluate student performance. Students will be graded on assigned classwork, participation in discussion forums, properly filling out the coop forms, job performance and career portfolio.

1. **Class Assignments:** The Student will follow the directions for each weekly assignment and submit it to the instructor. Two lowest grades will be dropped before averaging the Assignment grade. These assignments will make up 60% of the overall grade.

Class Assignment: Business Ethics will address Core Objective- Personal Responsibility (PR) by articulating the concept of business ethics and its importance in the present business world.

NOTE: No submissions are allowed after the assigned due date elapses

2. **Forms:** The student will complete five different forms: Application Form, Agreement Form, Objective Form, Work Schedule and Evaluation Form. This will make up 20% of the overall grade. Student will **not receive a passing** grade without all forms being submitted to the instructor **on or before due date with proper signatures.**

The Objective Form will address Core Objective-Critical Thinking by having students develop their “learning objectives” that they want to accomplish at work. This form needs the input, approval and signature of the employer and the field of study instructor, which may not be me.

NOTE: No submissions are allowed after the assigned due date elapses

3. **Career Portfolio:** Student will create a binder that is professionally done with tabs/section pages, authenticity statement, career goals, work samples with explanations, etc. This portfolio would be graded on the above plus the appearance, accuracy, use of colors, consistency and sections. A detailed “Portfolio Checklist” will be provided online before the assignment is due. This will make up 10% of the overall grade.

The Career Portfolio will address Core Objective- Communication Skills by showing the ability of the student to communicate in different areas.

4. **Class Discussions:** Students are expected to participate in scheduled “Discussions”. Each class discussion will have instructions to follow. All discussions will be graded together at the end of the semester. This will make up 10% of the overall grade.

NOTE: No submissions are allowed after the assigned due date elapses

NOTE: STUDENT SURVEYS: Two student surveys are given during the semester. Surveys are voluntary and ungraded. These surveys help the instructor detect technology issues student may be experiencing.

Grading Formula:

Assignments/Forms	Total Points
*5 COOP Forms: Application Form -25 points, Agreement Form – 50 points, Objective Form – 50 points Evaluation Form – 50 points, Weekly work schedule-25 points	200
Career Portfolio	100
Class Discussions	100
Class Assignments	600
TOTAL	1000

Grading Scale:

Letter grades will be awarded according to the following criteria:

- A = 900 points or more (90% to 100%)
- B = 800 to 899 points (80% to 89%)
- C = 700 to 799 points (70% to 79%)
- D = 600 to 699 points (60% to 69%)
- F = 599 points or less (less than 60%)

Late Policy:

Show up on time. The class will start on time. You will not receive attendance points if you are more than 15 minutes late.

Make-Up Policy:

Late work will incur a 20% penalty. If there is a documented medical or family emergency, please see me to discuss a work plan to get you caught up.

Attendance Policy:

Attendance is required at the lab sessions. In addition, you are required to log in to 'D2L' a minimum of once per week.

Communicating with your instructor:

ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. I do receive my college email on my phone. Typically, emails are answered within a day or less. Course assignments are typically graded within a week.

Student Learning Outcomes

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
Develop and as outlined in the learning plan 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.	Critical Thinking Skills (CT)	Completed Learning Objective Form
Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills,	Personal Responsibility (PR)	Assignment: Business Ethics
Demonstrate appropriate written and verbal communication skills using the terminology of the occupation and the business/industry	Communication Skills (CS1)	Assignment: Career Portfolio

Academic Dishonesty:

Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a grade of zero on that exam and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

Student Concerns:

If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Professor Sheena Abernathy, Chair Science and Engineering Department at sabernathy@com.edu or 933-8330.

Course Outline:

Week	Content Assignments	Other Assignments	UNIT
1	Log in to class, go over Read Me First document, and post a brief self- introduction.	Mandatory orientation: Schedule at time to meet with the instructor	UNIT 1
2		Collect all forms to be filled out to get a passing grade in the class. Application form due by Friday. Meet with instructor of record to formulate field specific learning objectives. Meet with employer and have forms signed.	UNIT 1
3	Film: Watch “Who moved my cheese” and submit assignment by 11:30 Sunday (go to this week’s assignment for detailed directions)	Last week to Submit learning objectives, cooperative education agreement, and/or semester work plan form.	UNIT 1
4	Job Targets and demand assignment. Submit by 11:30pm Sunday (go to this week’s assignment for directions)		UNIT 2
5		Discussion 1: Go to the discussion board and follow instructions for Discussion 1. Must be completed by Sunday.	UNIT 2
6	Film: Interviews: Job Search Success. Watch the film and submit assignment by 11:30 Sunday (go to this week’s assignment for directions)		UNIT 2
7	Film: Business Ethics. Watch the film and submit assignment by 11:30 Sunday		UNIT 3
8	Film: Basic Job Skills. Watch the film and submit assignment by 11:30 Sunday		UNIT 3
9	Film: Business Etiquette. Watch the film and submit assignment by 11:30 Sunday	Check out your “Career Portfolio” checklist (will need for UNIT 5)	UNIT 3
10		Discussion 2: Go to the discussion board and follow instructions for Discussion 2. Must be completed by Sunday.	UNIT 4
11	Resume assignment Submit by 11:30pm Sunday	Make appointment with instructor to go over work samples and obtain signature	UNIT 4
12	Complete Cover Letter and References by 11:30pm Sunday	Can submit Evaluation form	UNIT 4
13	Career Portfolio check sheet. Follow Career Portfolio sheet and start your Career Portfolio (go to this week’s assignment for direction)	Discussion 3: Go to the discussion board and follow instructions for Discussion 3. Must be completed by Sunday. Submit Evaluation form	UNIT 5
14	Follow Career Portfolio sheet and complete the assignment Thanksgiving Break Thursday and Friday	Submit Career Portfolio binder by Wednesday	UNIT 5
15	Film: Conflict Resolution. Watch the film and submit assignment by 11:30 Sunday	Meet with me if needed No assignments will be accepted after this week	UNIT 5
16	Grading		

Institutional Policies and Guidelines

Grade Appeal Process:

Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook. <https://build.com.edu/uploads/sitecontent/files/studentservices/Student_Handbook_2019-2020v5.pdf. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

https://build.com.edu/uploads/sitecontent/files/studentservices/Student_Handbook_2019-2020v5.pdf

Academic Success & Support Services:

College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement:

Any student with a documented disability needing academic accommodations is requested to contact Kimberly Lachney at 409-933-8919 or klachney@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Textbook Purchasing Statement:

A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy:

Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw is March 1 for the 1st 8-week session, April 24 for the 16-week session, and May 3 for the 2nd 8-week session.

**It is the responsibility of the student to withdraw from the course officially by contacting Admissions and completing the necessary paperwork.

F_N Grading:

The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N grade.

Early Alert Program:

The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/> College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Success Tips for Students, Course Delivery & Expectations:**Course Communication:**

To communicate with me in the expedient manner use my COM email.

Course Prerequisite:

DFTG 1305 and DFTG 1409 **With a grade of 'C' or better.**

Technology Prerequisite:

Register & complete the free [Online Learners workshop](#) in D2L before beginning this course

Technology Outage Policy:

It is your responsibility to complete the coursework in a timely manner. THE ONLY EXTENSION OF DUE DATES related to technology outage is an outage of the College of the Mainland's systems, such as the internet connection to the College. If your computer or internet provider is experiencing a technological outage, other options include completing the work at the College or at another location that has WIFI.