



ITNW-1380-001IN-SP2023
Cooperative Education
Computer Systems Networking and Telecommunications
Spring 2023
Internet Course – Online Only

Instructor Information: Paul Chance, pchance1@com.edu

Student hours and location: Monday: 12:00PM-3:00PM
Wednesday: 1:00PM-1:30PM
Thursday: 11:00AM-12:30PM, 1:30PM-4:00PM
* Please check Brightspace announcements for updates

Required Textbook: 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. 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: Student will need to utilize the most currently supported version of the Microsoft Office suite to include Office 2010 or later. Student will need to have access to the Internet with a minimum bandwidth speed of 1MB/768KB (standard DSL or faster).

This cooperative education course has these additional 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.
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.

student may be experiencing.

Determination of Course Grade/Detailed Grading Formula:

	Points
Class Discussions	100
Student Application	100
Letter of Agreement	100
Student Learning Objectives	100
Student Word Plan	100
Work Evaluation Form	100
Work Experience Project	400
Total	1000

Grading Scale:

- A: Final Average of 895-1000
- B: Final Average of 795-894
- C: Final Average of 695-794
- D: Final Average of 595-694
- F: Final Average of 0-594

Late Work / Make-Up Policy: No make-up work will be given or accepted, since most workplace standards involve deadlines, except under extenuating circumstances that have been discussed with and approved in writing by the instructor.

Attendance Policy: Students are expected to attend all lectures (online or on-ground) and labs (online or on-ground). Students not able to attend a session are required to notify the instructor no later than 2 hours prior to the start of the session. Students that miss more than 35% of the total session times will be considered for student referral and possibly being dropped from the course. Students will need to log into the Brightspace system at least 1 time 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.

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	Complete Learning Objective Form
Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, along with other skills needed to be successful in the workplace	Personal Responsibility	Assignment: Business Ethics
Demonstrate appropriate written and verbal communication skills using the terminology of the occupation and the business/industry	Communications Skills	Assignment: Career Portfolio
Identify and focus on job strengths and match them to the best possible job and career targets		Assignment: Job Targets and Design
Prepare professional resumes and cover letters that get positive results		Assignment: Resume

Academic Dishonesty: Any incident of academic policy 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 discipline 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 the Math Department Chair, Leslie Richardson, at lrichardson@com.edu or 409-933-8244.

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 meeting: Schedule with your instructor	Unit 1
2	Get to know your classmates! Respond to at least 1 classmate's introduction. 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 direction)	Last week to Submit learning objective, cooperative education agreement, and/or semester work plan form, if you have not done so.	Unit 1
4	Job Targets and demand assignment. Submit by 11:30pm Sunday (go to this week's assignment for detailed direction)		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 detailed direction)		Unit 2
7	Film: Business Ethics. Watch the film and submit assignment by 11:30 Sunday (go to this week's assignment for detailed direction)		Unit 3
8	Film: Basic Job Skills. Watch the film and submit assignment by 11:30 Sunday (go to this week's assignment for detailed direction)		Unit 3
9	Film: Business Etiquette. Watch the film and submit assignment by 11:30 Sunday (go to this week's assignment for detailed direction)	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 (go to this week's assignment for detailed direction)	Make appointment with instructor of record to go over work samples and obtain signature (will need for Career Portfolio)	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	Discussion 3: Go to the discussion board and follow instructions for	Unit 5

	Portfolio (go to this week's assignment for detailed direction)	Discussion 3. Must be completed by Sunday. Submit Evaluation form	
14	Follow Career Portfolio sheet and complete the assignment	Submit Career Portfolio binder by Wednesday	Unit 5
15	Film: Conflict Resolution. Watch the film and submit assignment by 11:30 Sunday (go to this week's assignment for detailed direction)	Meet with instructor if needed No assignments will be accepted after this week	Unit 5
16		Meet with instructor if needed	

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 [Student Handbook 2022-2023 v4.pdf \(com.edu\)](#). *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.*

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 from the 1st 8-week session is March 1. The last date to withdraw from the 16-week session is April 24. The last date to withdraw for the 2nd 8-week session is May 3.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN 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 FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN 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.