



**Cooperative Education**  
**BMGT – 1382-001IN**  
**Spring 2022**

**Instructor:** David Knopp

**E-mail:** [dknopp@com.edu](mailto:dknopp@com.edu)

**Telephone Number:** 409-933-8259

(If no answer, please leave a message. If you need immediate assistance, call ext. (409) 933-8311)

**Office hours**

Mon/Wed 5:30 to 6:00pm. Online.

**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. 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.
2. **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.

### **Determination of Course Grade/Detailed Grading Formula:**

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 50% 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.

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.

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.

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

## Grading Formula

Assignments/Forms	Total Points
*5 COOP Forms: Application Form -50 points, Agreement Form - 50 points, Objective Form - 50 points Evaluation Form -100 points, Weekly work schedule-50 points	300
Career Portfolio	200
Class Assignments (5 best out of 7)	500
<b>TOTAL</b>	<b>1000</b>

### 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%)

**NOTE:** The instructor DOES **NOT give a W**. Anything below 60% earns an F grade. It is the student's responsibility to acquire and complete the withdrawal form when and if the student decides to drop the class.

**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.

**Late work and Make-up Policy:** Late work is not accepted except under documented extenuating circumstances with approval from your instructor. No make-up exams or assignments will be given or accepted.

**Attendance Policy:** The online students will log in to the Blackboard class at least once per week to check for any new assignment, emails, announcements, or instructions and to complete their work. Regular attendance and punctuality of submitting assignments, quizzes and exams is very important. History has shown in order to be successful in this course, student must learn the material as it relates to practical applications in the business world.

However, failure to attend class will not constitute an official or automatic withdrawal.

**Communicating with your instructor:** ALL electronic communication with the instructor must be through Blackboard. Any other electronic communication must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. **Use the COM email only when the class email is not working.**

The primary means for communication with the instructor is through the ***Class Related Topics*** Discussion Forum. Post all questions, comments, concerns you have related to this class within the ***Class Related Topics*** Discussion Forum. When a question is posted in this forum both the instructor and the students will help the class to find a solution. It is imperative and the SOLE RESPONSIBILITY of the student to check the Discussion Forum for new posts.

Instructors will meet with the students individually throughout the semester as identified on the semester schedule. Students will make appointments to meet with the instructor.

### 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, along with other skills needed to be successful in the workplace	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
Identify and focus on job strengths and match them to the best possible job and career targets.		Job Targets and Design Assignment
Prepare professional resumes and cover letters that get positive results		Resume Assignment

### Benefits of the Course:

1. Enhanced job search skills.
2. Provide students with a better understanding of what soft skills are needed to be successful in today's workplace setting.
3. Develop and improve critical thinking ability and apply it in actual business

- scenarios.
- Gain valuable work experience.

**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 Dr. Carla Boone, Dean at [cboone@com.edu](mailto:cboone@com.edu) or 409-933-8616.

### Course outline

#### Semester Schedule Spring 2022

Week	Week of:	Content Assignments	Other Assignments	UNIT
1	1/17/22	Log in to class, go over <b><u>Read Me First</u></b> document, and <b>post a brief self- introduction.</b>	<b><u>Download ALL 5 forms.</u></b>	UNIT 1
2	1/24/22	Get to know your classmates! Respond to at least 1 classmate's introduction. Collect all forms to be filled out <b>to get a passing grade</b> in the class. Application form due by Friday.	Meet with <b>instructor of record</b> to formulate <u>field specific learning objectives.</u> Meet with <b>employer</b> and have forms signed.	UNIT 1
3	1/31/22	<u>Film:</u> Watch " <b>Who moved my cheese</b> " and submit assignment by 11:30 Sunday (go to this week's assignment for detailed direction)	<b><u>Last week to</u></b> Submit learning objective, cooperative education agreement, and/or semester work plan form, if you have not done so.	UNIT 1
4	2/07/22	<b>Job Targets and demand</b> assignment. Submit by 11:30pm Sunday (go to this week's assignment for detailed direction)		UNIT 2
5	2/14/22		<u>Discussion 1:</u> Go to the discussion board and follow instructions for Discussion 1. Must be completed by Sunday.	UNIT 2
6	2/21/22	<u>Film:</u> <b>Interviews:</b> Job Search Success. Watch the film and submit assignment by 11:30 Sunday (go to this week's assignment for detailed direction)		UNIT 2

Week	Week of:	Content Assignments	Other Assignments	UNIT
7	2/28/22	Film: <b>Business Ethics</b> . Watch the film and submit assignment by 11:30 Sunday (go to this week's assignment for detailed direction)		UNIT 3
8	3/07/22		<u>Discussion 2</u> : Go to the discussion board and follow instructions for Discussion 2. Must be completed by Sunday.	UNIT 3
	3/14/22	<b>SPRING</b>	<b>BREAK</b>	

Week	Week of:	Content Assignments	Other Assignments	UNIT
9	3/29/22		Check out your "Career Portfolio" checklist (will need for UNIT 5)	UNIT 3
10	3/28/22		<u>Discussion 3</u> : Go to the discussion board and follow instructions for Discussion 3. Must be completed by Sunday.	UNIT 4
11	4/04/22	<b>Resume</b> 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	4/11/22	Complete <b>Cover Letter</b> and <b>References</b> by 11:30pm Sunday	Can submit <b>Evaluation form</b>	UNIT 4
13	4/18/22	<b>Career Portfolio</b> check sheet. Follow Career Portfolio sheet and start your Career Portfolio (go to this week's assignment for detailed direction)	<u>Discussion 4</u> : Go to the discussion board and follow instructions for Discussion 4. Must be completed by Sunday. <b>Submit Evaluation form</b>	UNIT 5
14	4/25/22 <b>"W" DAY</b>	Follow <b>Career Portfolio</b> sheet and complete the assignment	Submit <b>Career Portfolio binder</b> by <b>Friday</b>	UNIT 5

Week	Week of:	Content Assignments	Other Assignments	UNIT
15	5/02/22	Film: <b>Conflict Resolution.</b> Watch the film and submit assignment by 11:30 Sunday (go to this week's assignment for detailed direction)	<u>No assignments will be accepted after this week</u>	UNIT 5
16	5/09/22	Meet with <b>me if needed.</b>		

## 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/student-services/Student Handbook 2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/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/student-services/Student Handbook 2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/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 Holly Bankston at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). The Office of Services for Students with Disabilities is in the Student Success Center. Here is the link to their office <http://www.com.edu/counseling/disability-services>

**Counseling Statement:** Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). Counseling services are available on campus in the student center for free and students can also email [counseling@com.edu](mailto:counseling@com.edu) to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

**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:** Failure to log in will NOT constitute an official or automatic withdrawal. It is the student's responsibility to acquire and complete the drop form when the student has decided to drop the class. 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 with a passing grade for this class is, **April 25, 2021**. Please visit <http://www.com.edu/admissions/drop-notification> to obtain more information about the six drop limit regarding the consequences of DROPPING a class multiple times.

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

**COVID-19 Statement:** All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at [www.com.edu/coronavirus](http://www.com.edu/coronavirus). Students are required to watch a training [video](#), complete the [self-screening](#), and acknowledge the safety guidance at: [www.com.edu/selfscreen](http://www.com.edu/selfscreen). In addition, students, faculty, and staff must perform a [self-screening](#) prior to each campus visit. Finally, students, faculty, or staff who have had symptoms of COVID-19, received a positive test for COVID-19, or have had close contact with an individual infected with COVID-19 must complete the [self-report tool](#)

**Technology Outage Policy:** Students are responsible for completing all online course work by the due dates stated in the syllabus/semester schedule. Occasionally the College may experience emergency campus-wide technology outages, should this occur during a quiz or exam submission, you will need to notify the instructor immediately. Please do not wait till the assignment closing date/time.