



ITSE 1480-001N

Coop/Computer Programming

Course Semester (Fall 2023) 8/28/2023 – 12/15/2023

Instructor Information:

Name: Faith (Fay) Alexander

Email: Email: fbryan@com.edu

Phone: Office phone: 409-933-8334, if no answer, leave a message for a callback

Office Location: STEAM 225.55

Student / Office Hours and Location:

S1.146 (classroom) or STEAM 225.55 (office)

Monday, 8:30 – 9:30am, 2:00 – 2:30 pm

Tuesday, 8:30 – 9:30am, 1:30 – 3:00 pm

Wednesday, 8:30 – 9:30am, 2:00 – 2:30 pm

Thursday, 8:30 – 9:30am, 1:30 – 2:30 pm

Required Textbook:

There is no required textbook. Learning materials are in D2L.

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. Includes a lecture component.

Course Requirements:

The student is required to work approximately 20 hours a week throughout the semester. The work may be paid or unpaid. It must be related to the student's area of specialization.

Grading Formula:

COURSE ITEM	% of Total Grade
Assignments	10%
Employment Report	90%
Total	100%

Grading Scale:

Letter Grade	Percent
A	90% - 100%
B	80% - 89%

C	70% - 79%
D	60% - 69%
F	Below 60%

Late Work, Make-Up, and Extra-Credit Policy:

All assignments must be completed according to the deadline date. Late work will not be accepted. Contact the instructor if you have any issues. There is no extra credit in this course.

Attendance Policy:

This is an internet course.

Computer and Internet access: Regarding problems with your own computer and with Internet access, COM is not responsible for outages, and due dates will not be extended.

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 by Assignment(s)
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; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.	Critical thinking	Employer final report

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 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 Mr. Leslie Richardson, Math and Computer Science Department Chair, at 409-933-8329, email lrichardson@com.edu.

Course Outline

Week	Topic
1	Begin employment
2	Fill out forms and submit in the D2L Assignment
3	Assignment to create a resume
4-15	Employment
16	Submit final reports in the D2L Assignment

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://www.com.edu/student-services/docs/Student_Handbook_2023-2024_v2.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.*

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. As previously stated, this course does not require a textbook.

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 October 11. The last date to withdraw from the 16-week session is November 28. The last date to withdraw for the 2nd 8-week session is December 7.

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.

Updates to this Syllabus:

The instructor reserves the right to update this syllabus. All substantive changes will be communicated through BrightSpace D2L announcements.