



**ITSE 1480-001N**  
**Coop/Computer Programming**  
**Spring 2024, 1/16/2024 – 5/10/2024**

**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 in the classroom, S1.146, S1.152 or STEAM 225.55 (office)**

Monday, 12:30 – 2:30 pm  
Tuesday, 9:00 – 11:00 am  
Wednesday, 12:30 – 2:30 pm  
Thursday, 9:00 – 11:00 am

**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:**

<b>COURSE ITEM</b>	<b>% of Total Grade</b>
Assignments	40%
Employment Report	60%
<b>Total</b>	<b>100%</b>

**Grading Scale:**

<b>Letter Grade</b>	<b>Percent</b>
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](mailto:lrichardson@com.edu).

### Update to this Syllabus:

The instructor reserves the right to update this syllabus. Students will be informed immediately through email and class announcements in D2L.

### Course Outline

Week	Date	Topic
1	1/16 – 1/21	Log into D2L, in “Content”, read “Read Me First”.
2	1/22 – 1/28	Download and fill out two forms and submit in D2L – Student Learning Objectives for Coop and Student Letter of Agreement for Coop. Both require your supervisor’s signature. Due Sunday at 11:59 pm.
3	1/29 – 2/4	Download and fill out the Student Work Plan for Coop and submit in D2L. Due Sunday at 11:59 pm
4	2/5 – 2/11	Video and Assignment “Who moved my cheese”? Due Sunday at 11:59 pm
5	2/12 – 2/18	Jobs in Demand. Download and fill out the form provided. Due Sunday at 11:59 pm
6	2/19 – 2/25	Job Targets. Download and fill out the form provided. Due Sunday at 11:59 pm
7	2/26 – 3/3	Resume Writing
8	3 / 4- 3/10	Resume is due Sunday at 11:59 pm
	3/11 – 3/17	SPRING BREAK
9	3/18 – 3/24	Job Interview Video and Assugbnebt. Due Sunday at 11:59 pm
10	3/25 – 3/31	Introduction to Business Ethics, Due Sunday at 11:59 pm
11	4/1 – 4/7	Cover Letter Writing
12	4/8 – 4/14	Cover Letter. Due Sunday at 11:59 pm.
13	4/15 - 4/21	Work Experience Document Writing
14	4/22 – 4/28	Work Experience Document. Due Sunday at 11:59 pm.
15	4/29 – 5/5	Evaluation Form, filled out and signed by the work supervisor.
16	5/6	End of Semester

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### Institutional Policies and Guidelines

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**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](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](mailto: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 1<sup>st</sup> 8-week session is February 28. The last date to withdraw from the 16-week session is April 22. The last date to withdraw for the 2<sup>nd</sup> 8-week session is May 1. The last date to withdraw for spring mini session is May 29.

**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](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).