

Course Syllabus

NOTE: This syllabus is subject to change during the semester. Please check this syllabus on a regular basis for any updates.

Department : Management

Course Title : BMGT 2382 COOPERATIVE WORK EXPERIENCE

Section Name : 999

Start Date : 01/18/2011

End Date : 5/13/2011

Modality : FACE-TO-FACE

Credits : 3 hrs

Instructor Information

Name : Connie Nichols

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Course Description

BMGT 2382 Cooperative Education Business Administration and Management, General (52.0201) (1-20) 3 hours

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. As outlined in the learning plan, the student will 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.

Prerequisites/Corequisites

Consent of department chair

Scans

SCANS 5, 7, 9, 10, 11

Course Objectives

- Accrue a minimum of 320 hours worked in their Cooperative Education training station.
- Attend 16 hours of life/work skills seminars and complete class assignments.
- Develop and submit five goals and objectives to the faculty coordinator.
- Turn in a timesheet to faculty coordinator.
- Participate in two site visits conducted by faculty coordinator.
- Submit a final reaction paper.

Required Readings/Materials

None

Course Requirements (Lectures, Assignments and Assessments)

Lecture Schedule

Date	Topic	Due Dates
1-19-11	Cooperative Education Overview	
1-26-11	Writing SMART Goals: Steps to Success Workplace Objective - Form	Training Station Agreement
2-02-11 2-09-11	Mission Success	Workplace Objective Assignment due 2-2
2-16-11	Employee 101 & Calm Effectiveness	Objectives signed document
2-23-11	Get Hired	
3-02-11	Resumes - /Resumes	
3-09-11	Interviewing Skills	Resume'
3-16-11	Spring Break - No Class	
3-23-11	Resumes - continued	
3-30-11	Managing Your Boss	
4-06-11	Stress Management	
4-13-11	Time Management Interactive Assessment	
4-20-11	Communicating Non-defensively	
4-27-11	Ethics in the Workplace	Reaction Paper
5-04-11	Luncheon	

Grading Policy

Classroom Facilitator - 30%

Attendance

Timely completion of assignments

- Goal Setting
- Resume
- Reaction Paper

Participation in class discussion

Faculty Coordinator - 70%

Timely completion of paperwork

- Student Agreement
- Training Station Agreement
- Learning Contract

Supervisor's evaluation

Coordinator's evaluation

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or

online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).