Department : Computer Sciences

Course Title : Co-Op Ed-Web Pg, Digital/Multi

Section Name: IMED 2380.999

Modality : FACE-TO-FACE

Credits : 3

Instructor Information

Name : Melissa Elliott

OC Email : melliott@odessa.edu

OC Phone # : (432) 335-6571

Course Description

ITSC 2381 Cooperative Education ? Computer and Information Sciences, General (1-20) (11.0101) 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.

Prerequisites/Corequisites

Consent of department chair.

Scans

SCANS5, 7, 9, 10, 11)

Course Objectives

Accrue a minimum of 320 hours worked in their CooperativeEducation 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 final reaction paper.

ACADEMIC ETHICS

You are expected to create, edit format and print out your own assignments, take tests without notes or other outside assistance. ALL WORK IS EXPECTED TOBE YOUR OWN.If unethical behavior is detected, the questioned material and a reportof the ethics violation will be submitted to the department chair of or further action as deemed necessary by the department chair.

Course Requirements

Schedule

Topic

 CooperativeEducation Overview

WorkplaceObjective   - Form Training Station Agreement

Mission Success

 Workplace Objective Assignment

Objectives signed document

Workplace Expectations - Your Attitude is Showing

Resumes -/Resumes

Interviewing Skills Resume

Resumes - continued

Managing Your Boss

Stress Management

Time Management

Interactive Assessment

Ethics in the Workplace

Communicating Non-defensively Reaction Paper

Luncheon

Attendance

Timely completion of assignments

 - Goal Setting

 - Resume

 - Reaction Paper

Participation in class discussion

Timely completion of paperwork

 - StudentAgreement

 - 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 abd 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.