

**Odessa College
Machine Technology Department**

Course Syllabus

Course Number: MCHN 2381

Course Title: Cooperative Education – Machinist / Machine Technologist

Credit Hours: 3

Prerequisites: Consent of department chair

Corequisites: None

Instructor Information

Scott Bridges

Office 142B Sedate Hall

Office Phone# 432-335-6475

E-mail hsbridges@odessa.edu

Catalog Description: MCHN 2381 Cooperative Education – Machinist/Machine Technologist
(CIP 48.0501) (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. (SCANS 5, 7, 9, 10, 11)

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](#).

Learning Outcomes

Interpersonal and teamwork skills, workplace communication and ethics, goal planning and setting, supervisor and employee relationships, workplace conflict resolution.

Course Requirements

Students will be expected to be on time with for every class. Time management is important. Assignments are to be completed on time.

Method of Evaluation

Depending on the completion of the agreed upon goals of the student, instructor, and employer:

90 – 100.....	A
80 – 89.....	B
70 – 79.....	C
65 – 69.....	D
0 – 64.....	F

Attendance Policy

Attendance is expected and necessary. Lectures are important to your success in this class.

Academic Ethics

All work and assignments are to be your own efforts. Any unethical behavior will result in action taken in accordance with Odessa College policies.

Course Competencies

To demonstrate competency in career and workplace development, the student should be able to:

- A. Apply interpersonal and teamwork skills
- B. Apply proper workplace communication and ethics skills.
- C. Build supervisor and employee relationships.
- D. Resolve workplace conflict in an appropriate manner.