



BMGT 2382 – Cooperative Education-Business Administration and Management

Course Syllabus: Fall 2026

“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”

Instructor: Heidi Wooten

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Weekday	Office Hours
Monday	8:30 AM – 9:30 AM; 11:00 AM – 12:00 PM
Tuesday	9:30 AM – 12:30 PM
Wednesday	8:30 AM – 9:30 AM; 11:00 AM – 12:00 PM
Thursday	9:30 AM – 12:30 PM
Friday	None

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

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.

Prerequisite(s): None

Student Learning Outcomes:

1. Students will demonstrate an understanding of career related activities in specialized business fields.
2. Students will be able to distinguish and communicate a natural progression of related career skill improvement throughout the course.
3. Students will explain the effects of leadership/management style on organizational environment.
4. Students will apply principles of leadership relative to individuals, groups, and organizations.

Evaluation/Grading Policy:

The breakdown of the course requirements is as follows:

Points	Requirement
25	Monthly Report 1
25	Monthly Report 2
25	Monthly Report 3
25	Written Report

Semester grades will be earned as follows

Points	Letter Grade
90 and above	A
80–89	B
70–79	C
60–69	D
59.9 and below	F

Required Instructional Materials:

None. This is an employment-based course so no materials are required.

Optional Instructional Materials:

None

Minimum Technology Requirements:

- Daily high-speed internet access
- Internet Explorer or Microsoft Edge as these browsers support Flash Player which is required to view these resources. If you are using a Mac, please use the Firefox browser.

Required Computer Literacy Skills:

- Email skills
- Basic computer usage skills

Course Structure and Overview:

This is an online, 16-week course that requires you to be employed in a business capacity for at least 20 hours per week. You will submit a monthly report detailing your job responsibilities, hours worked, skills analysis as well as affirmation via signature from your supervisor. To receive full credit for the course, all project and employment-related criteria must be met.

To receive full credit on monthly reports and the book report/article, they must be submitted when due (See Due Dates in BB). Late submissions will NOT be accepted unless there is a special circumstance approved in advance by the instructor. The late submission of any assignment will be subject to a 10% penalty each day past the due date.

Falsification of monthly reports will not be tolerated and will be subject to the academic honesty guidelines established by NTCC (shown below.)

This class does NOT meet in a classroom setting. Therefore, the following are requirements for the course.

1. Each Co-op I and II student must work consistently for a minimum of 20 hours per week.
2. The student must be employed by and working in a business-like setting (i.e., office/state/education environment). (Instructor approval required)
3. The student is required to meet with his or her direct supervisor and review goals and objectives (see attached paperwork and submit them to instructor. (Heidi Wooten).
4. Paperwork is due monthly and should be completed by due dates provided in the Blackboard. Avoid penalties and submit early.
5. Grade Criteria:

For a letter grade of "A" – work minimum required hours (20 hours per week), complete all paperwork and meet deadlines. Select any credible book from the library on leadership, management, supervision, human resource issues, etc. Write a 1–2-page paper summarizing the book and what you learned from it.(typed-written and professional, and error free)

For a letter grade of "B" – work minimum required hours (20 hours per week), complete all paperwork and meet deadlines. Select an article from a credible source that is related to leadership, management, supervision, human resource issues, etc. and write a one-page summary of the article detailing its' application to this course.

For a letter grade of "C" – work minimum required hours, complete all paperwork/deadlines. No book or article review is required.

****If you lose your job or hours are cut, please withdraw from the course before the semester deadline.**

Exams:

This is an employment-based course and does not include exams.

Article OR Book Report:

Students choose either a Book Report OR Article (see Blackboard for complete details)

For a letter grade of "A" – Book Report option must be selected.

Select a book from the library on leadership, management, supervision, human resource issues, etc. Write a 1–2-page paper summarizing the book and what you learned from it.(typed-written and professional, and error free).

For a letter grade of “B” – Article option must be selected.

Select an article from a credible source that is related to leadership, management, supervision, human resource issues, etc. and write a one-page summary of the article detailing its’ application to this course.

For a letter grade of “C” –

work minimum required hours, complete all paperwork/deadlines. No book or article review is required.

Monthly Employment Reports:

There are 3 monthly employment reports that are to be completed and submitted in Blackboard. Each report is worth 25 points. These reports must be typed in 12-point Times New Roman font and must include an original signature from your immediate supervisor. The following must be included in each report:

1. List each objective you planned to accomplish to complete this course, and then briefly summarize what you have accomplished up until the time of the monthly submission. Please indicate what you have learned both in the workplace and outside the workplace that is relevant to achieving your objective. You should keep a journal of your activities on a weekly basis to help you keep track of both your work and your learning activities.
2. Briefly describe the work you have been doing and summarize the relevant things that you have learned and experienced on the job during this period of time.
3. Briefly describe the things that you have done outside of your job to accomplish the learning objectives.
4. Provide the following information:

A. Hours worked at your workplace during each month: _____

Final Grades:

This course is set up on a point scale. You can calculate your grade at any time as all point values are listed on this syllabus. Your final course grade will be based upon this scale only. There are NO extra credit opportunities. In addition, there are no “retakes” for any assignments or exams. The scores that you receive on your original submissions will be what is counted toward your final grade. Please understand that I must adhere to this grading policy for all students so exceptions will not be made.

Communications:

- EMAIL: Please check your NTCC email EVERYDAY. Email is the official form of communication used here at NTCC. All emailed questions to the instructor will be responded to within 24 hours, but usually within a few hours when possible.
- PHONE: My office phone number is 903-434-8310, however this voicemail is only checked every 48 hours. Email comes directly to my phone, so this is the best form of communication. If you need immediate assistance, you may call my cell phone at 903-466-3853. I do not respond to long detailed questions via text message-if the text message is longer than 25 words then it needs to be

an email. I will also not respond to text messages that do not include the name and course section of the student sending the message.

- **ANNOUNCEMENTS:** These can be found within Blackboard under the course link on your Bb homepage. Please make sure you read any announcements thoroughly when they are posted there.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements:

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

Statement Regarding the Use of Artificial Intelligence (AI) Technology:

Employees and students shall be permitted to explore artificial intelligence (AI) and implement its use in and out of the classroom in accordance with policy and administrative regulations. The use of AI shall only be as a support tool to enhance student outcomes or as necessary to engage in research and shall never take the place of faculty, staff, and student decision-making. Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security. A student shall only use AI tools with faculty permission and shall be expected to produce original work and properly credit sources, including AI tools used in creating the work.

Example:

APA (7th edition)

OpenAI. (2026). ChatGPT (March 25 version) [Large language model]. <https://chat.openai.com/>

MLA (9th edition)

OpenAI. ChatGPT. 25 Mar. 2026, <https://chat.openai.com/>.

Employees or students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with policy. [See DH, DIA series, FFD series, FFE, FLB, and the FM series] AI Use by Employees and Students. Northeast Texas Community College 225500 TECHNOLOGY RESOURCES CRB ARTIFICIAL INTELLIGENCE (LOCAL) DATE ISSUED: 12/8/2025 1 of 1 UPDATE 50 CRB(LOCAL)-AJC Adopted: 12/16/2025

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student

handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodation for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodation as required to afford equal educational opportunity. It is the student's responsibility to request accommodation. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.