



# BMGT 2383.001– Business Cooperative Education 2

## Online-16 Weeks

Course Syllabus: Fall 2021

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

**Instructor: Heidi Wooten**

**Office:** BT 119A

**Phone:** 903-434-8310

**Email:** hwooten@ntcc.edu

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	9:30-10:45	11-1	9:30-10:45	11-1	By appt.	As needed.
	Online 1:30-3:30		Online 1:30-3:30			

***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:** BMGT 2383 Cooperative Education 2 (three semester hours)

**Prerequisite(s):** None

**End-of-Course Outcomes:** 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.

**Student Learning Outcomes:**

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

**Evaluation/Grading Policy:**

Grades will be posted in our Blackboard course within 48 hours of due date. The final course grade is based on the computations listed below.

**Evaluation/Grading Policy:**

Monthly Reports (3@25):	75 points
Article OR Book Report	<u>25 Points</u>
	100 Points

## Final Grade Scale:

90 points and above = A

80-89 = B

70-79 = C

60-69 = D

Below 60 = F

## Required Instructional Materials:

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

## Optional Instructional Materials: None

## Minimum Technology Requirements:

- **High speed internet access**

## 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 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 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 on a monthly basis 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 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”** – 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 this month:\_\_\_\_\_

B. Hours worked outside your workplace during this month: \_\_\_\_\_

**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 is 903-434-8310, however 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.
- **ANNOUNCEMENTS:** These can be found in Blackboard under the course link on your Bb homepage. Please make sure you are reading any announcements thoroughly when they are posted there.

**Institutional/Course Policy:**

Several elements are essential for your success in this course. You will need to understand these fully prior to starting the course:

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 subject that assignment 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.)

**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.

**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 accommodations 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 accommodations as required to afford equal educational opportunity. It is the student’s responsibility to request accommodations. 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 general 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.

**Tentative Course Timeline**

(\*note\* instructor reserves the right to make adjustments to this timeline at any point in the term):

Monthly Report 1	Due September 30 <sup>th</sup> -midnight
Monthly Report 2	Due October 31 <sup>st</sup> -midnight
Monthly Report 3	November 30 <sup>th</sup> -midnight
Optional Book Report/Article Review	December 5 <sup>th</sup> -midnight

**Other Important NTCC Dates:**

- Deadline to apply for Fall Graduation—Thursday, October 14
- Final Day to Withdraw with grade of “W”-Tuesday, November 16
- Fall Graduation—Friday, December 10