



Cooperative Education Agricultural Business and Management AGMG-2380 & 2381

Course Syllabus: Fall 2021

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

Instructor: Rene' McCracken

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Office	Monday	Tuesday	Wednesday	Thursday	Friday	
Hours	8am – 10am	8am – 9:20am	8am – 10am	8am – 9:20am	8am – 10am	

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: 3 credit hours - One hour lecture and twenty hours of on-the-job work experience each week. 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. (Fall, spring, summer)

Prerequisite(s): Sophomore standing and approval of the agriculture faculty.

Student Learning Outcomes: (will vary depending on position and experiences)

Upon successful completion of this course, students will:

1. Students will be able to list at least 5 job experiences that will benefit their career.
2. Students will be able to list at least 5 skills they learned from their work experience.
3. Students will demonstrate time management skills.
4. Students will be able to list at least 3 advantages to participating in a Coop class.
5. Students will be able to list at least 5 classroom experiences that benefited them on the job.

Evaluation/Grading Policy:

Students that do not complete the 10 week course or lose employment will receive a failing grade or incomplete unless other arrangements are made.

Required Instructional Materials: None required. Handouts will be provided. As we move through the semester I will provide you with references for particular techniques that might be of interest, usually books.

Publisher: N/A

ISBN Number: N/A

Optional Instructional Materials: None

Minimum Technology Requirements: None

Required Computer Literacy Skills: None

Course Structure and Overview:

- **Lecture Schedule:**

1. Students are required to keep a weekly log of hours signed by their direct supervisor. They are also required to have three evaluation meetings with instructor to determine progress. Students that do not complete the 10 week course or lose employment will receive a failing grade or incomplete unless other arrangements are made. Students must complete an exit essay upon completion of the cooperative study.

- **Assignments:**

2. Students are required to complete the course information handout with their employer within the first week of classes and return to instructor. Instructor may call supervisor and request proof of work any time during the course. A final work performance interview will be completed at the end of the course. Grade will be based on job performance and review from employer.

Communications: Turnaround time for email responses (i.e. within 24 hours), stipulating if you will allow student text messages (i.e. Remind app), etc. *Reminder: NTCC email is the official form of communication used by the college.

Institutional/Course Policy: i.e. student attendance, withdrawal, late assignments, and cell phone usage, etc.

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.