

**Houston Community College**  
**Horticulture Department**  
**HALT 1382: Cooperative Education CRN: 28730**  
**Horticulture Room 106**  
**M – 5:00-6:00pm**  
**Credits: 3**  
**Syllabus-Spring 2013**

**Instructor Information**

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Danka Kalcic, B.S.

danka.kalcic@hccs.edu

Office Hours: Prior to and after class

Office Telephone: (713) 718 – 6329

Cell Phone: (713) 591-2861

Office Location: HCC Northwest College, Katy Campus; Ste. 228A

Mailing Address: 1550 Foxlake Dr., Mail Code 1396, Ste. 228A, Houston, TX 77084

**Course Description**

An intermediate/advanced course with lecture and work-based instruction. On the job training provides practical experience in the discipline which enhances skills and integrates knowledge. Supervision is provided by the work supervisor while guidance is provided by the college faculty. Cooperation education may be a paid or unpaid learning experience. Student is responsible for finding a business which will allow him to work for the semester or may use his current job if it relates to horticulture. 320 hours of work experience/semester is required. Student meets with faculty throughout the semester as well.

**Course Goals**

As outlined in the learning plan, the student will 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 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.

**Prerequisites**

It is recommended that you have at least 9 credit hours completed in the degree plan before taking this class.

## Statement of Foundation Skills

In 1988, The American Society for training and development conducted a study with the U.S. Department of Labor to identify seven skills that employers most want to see in entry-level employees. These skills are motivation to learn, basic skills, communication, teamwork, critical thinking, career development and leadership.

HCCS is committed to preparing every student with the knowledge and skills needed to succeed in today's dynamic work environment. Towards this end, the following skills will be included in this course. The following are examples of how these skills will be incorporated in this course.

### SCANS SKILLS

- Exhibiting Personal Qualities-Self-management-Student will manage his work schedule and be responsible for reporting to his supervisor as well as his instructor.
- Demonstrate Thinking Skills-Seeing with the mind's eye- Student will get real world\_experience while still under the direction of the instructor. This is an independent\_study. A Written report will be presented to instructor at the end of the course.

#### Text

None

### Lab Requirements

None

### Student Discipline

Adult behavior is expected. Disruptive behavior/activities/talking which interfere with teaching and/or learning will not be tolerated, and may result in an administrative withdrawal without refund.

### Electronics in the Classroom

All cell phones and other electronic devices must be turned off unless specifically approved by the instructor. Note the "off" does not mean on vibrate or mute.

### Academic Honesty, Plagiarism, Collusion

Scholastic dishonesty includes, but is not limited to, cheating on a test, materials not authorized by the person giving the test; collaborating with another student during a test without authority; knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an administered test; or bribing another person to obtain a test that is to be administered. 'Plagiarism' means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work for credit. 'Collusion' means the unauthorized collaboration with another person in preparing written work offered for credit.

In simplified terms, cheating is: 1) taking unchanged passages (or slightly edited) from another person's writing and portraying them as one's own; 2) submitting a paper that includes

paraphrases of another person's writing without giving credit; 3) having someone else write your paper for you; 4) copying or using another person's work during in-class writing or testing; 5) the unauthorized use of electronic devices during in-class writing or testing; and 6) violating testing rules. Keep in mind also that whether you are cheating or not, not following testing or writing rules properly, such as communicating with your neighbor or using a cell phone during a test will be construed as cheating. This is not an exhaustive list of the forms of cheating or written work. If you are in doubt, consult your instructor.

### **Attendance and Withdrawal Policies**

**Page 2, HCCS Student Handbook** –Students are expected to attend classes regularly. Instructors check class attendance daily. The instructor or the counselor has the authority to drop a student for excessive absences. A student may be dropped from a course for excessive absences after the student has accumulated absences in excess of 6 hours of instruction (including lecture and laboratory time). **The last date for administrative withdrawal is Monday, April 1, 2013. You must notify the instructor prior to this date if you wish to be withdrawn from the class. If you do not notify the instructor, you will receive an F for the class.**

Students who take a course for the third time or more must now pay significant tuition/fee increases at HCC and other Texas public colleges and universities. At HCC it is an additional \$50 per credit hour. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test-taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available. Also, the state of Texas has passed a new law limiting new students (as of Fall 2007) to no more than six withdrawals throughout their academic career in obtaining a baccalaureate degree.

### **Students and Disabilities**

"Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office."

## Evaluation

<b>Percentage</b>	100-90%	89%-80%	79-70%	69-60%	59% & below
<b>Grade</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>

### Course Requirements and Grading Policy

There will be no written exam. Student will keep track of the hours worked and meet with the instructor on a regular basis to discuss the happenings of the job. Students will complete a written report of the job experience and provide a powerpoint presentation to the class. The student will also complete a departmental evaluation as well as perform an exit interview with Dr. Koch.

Presentation:	50	points
Written Report:	100	points
Completion of job hours:	50	points
Departmental Evaluation:	50	points
Exit Interview:	<u>50</u>	points
	<b>300</b>	<b>total points</b>

If you cannot complete the 320 work hours this semester, you can take an incomplete in the class and finish the Work by the end of the next semester. You will not be penalized in any way.

### Make-up Policy

If the student meets college policy requirements, make-up exams/projects are discussed with the student and the instructor and scheduled per college policy. It is necessary to make arrangements with the instructor to schedule a make-up exam/project.

### **MARK YOUR CALENDARS: We will meet the following weeks:**

- Jan 14,28**      Syllabus & assignments
  
- February 11**    Getting the most out of your internship
  
- March 18**        Update on internships
  
- April 15**        **Due:** Department Evaluations and Exit Interviews
  
- May 6**            **Due:** 6 – 8 page report due  
**Due:** Time Sheets  
\*\*Reports will be presented orally to the group.

If you do not call or come by to see me before the due date, a grade of 0 will be recorded.

**Discuss in your paper:**

- Background information on the company you interned with
- The actual duties performed
- What part of the job experience did you find beneficial or think you might want to pursue further
- Problems that you encountered
- Do you need additional skills/training/certification to pursue a career in this area
- The contacts you made at the business which could be helpful
- Whether you would like to pursue this business as a career or not