



Banking/Finance
Central College

Comment [m1]: Name of the Program

Comment [m2]: College where course is held.

BNKG2381 – Cooperative Work Experience II

CRN 36409 – Fall 2017

Central Campus - Room 205, J.B. Whiteley Bldg.

5:00 p.m. - 5:50 p.m. | Wednesdays | 16 Weeks

Course Semester Credit Hours 3 | Lecture Hours 1 | External Hours 20 per week |

Total Course Contact Hours 336

Instructor: Janet Parr

Instructor Contact Information: Office, Room 214A – J.B. Whiteley Building Telephone 713-718-5404, Department Office Telephone 713-718-6190 janet.parr@hccs.edu

Office location and hours:

J.B. Whiteley Room 214A: Monday – Thursday, 11a.m. - 1pm

Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics. Feel free to come by anytime during these hours.

Division Contact Information:

Division Chair: Ken Hernandez, 713-718-2468, kenneth.hernandez@hccs.edu

Division Admin. Assistant: Lyssa Wilson, 713-718-5125, melissa.wilson@hccs.edu

Course Description

BNKG2381: 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.

Prerequisites Frequent Requisites

Departmental approval.

Course Goals

Goals are aligned with student learning outcomes.

Course Student Learning Outcomes

1. The student will incorporate information taught in text and theory to practical work experience through a project accomplished in their workplace.
2. The student will act on specific objectives in a job-oriented project or establish a new skill on the job to improve his/her value employer through a project accomplished in their workplace.
3. The student will exhibit a greater understanding of the financial services industry through accomplishment of a work related project.
4. The student will express new ideas and suggestions through well-presented and researched proposals.

Learning Objectives

1. The student will incorporate information taught in text and theory to practical work experience through a project accomplished in their workplace.
2. The student will act on specific objectives in a job-oriented project or establish a new skill on the job to improve his/her value employer through a project accomplished in their workplace.
3. The student will exhibit a greater understanding of the financial services industry through accomplishment of a work related project.
4. The student will express new ideas and suggestions through well presented and researched proposals.

SCANS or Core Curriculum Competencies/Statements

1. The student will incorporate information taught in text and theory to practical work experience through a project accomplished in their workplace.
2. The student will act on specific objectives in a job-oriented project or establish a new skill on the job to improve his/her value employer through a project accomplished in their workplace.
3. The student will exhibit a greater understanding of the financial services industry through accomplishment of a work related project.
4. The student will express new ideas and suggestions through well presented and researched proposals.

16 WEEK CALENDAR

WEEK ONE – 8.30.2017 NO CLASS MEETING

WEEK TWO – 9.6.2017 NO CLASS MEETING

WEEK THREE – 9.13.2017 Class Meeting – Orientation to course and issuance via email and review of student packet including required documents.

WEEK FOUR – 9.20.2017 Class Meeting – Lecture/Seminar

WEEK FIVE – 9.27.2017 Class Meeting – Lecture/Seminar

WEEK SIX – 10.4.2017 Class Meeting – Lecture/Seminar

WEEK SEVEN – 10.11.2017 Class Meeting – Lecture/Seminar

WEEK EIGHT – 10.18.2017 Class Meeting – Lecture/Seminar

WEEK NINE – 10.25.2017 Class Meeting – Lecture/Seminar

WEEK TEN – 11.1.2017 Class Meeting – Lecture/Seminar

WEEK ELEVEN – 11.8.2017 Class Meeting – Lecture/Seminar

WEEK TWELVE – 11.15.2017 Class Meeting – Lecture/Seminar

WEEK THIRTEEN – 11.22.2017 Class Meeting – Lecture/Seminar

WEEK FOURTEEN – 11.29.2017 Class Meeting – Lecture/Seminar

WEEK FIFTEEN – 12.6.2017 Class Meeting – Lecture/Seminar

WEEK SIXTEEN – 12.13.2017 Class Meeting – Lecture/Seminar – Latest date to turn in Co-op required end-of-semester documentation.

Last Withdraw Date: 11/3/2017

Should a student find it necessary to withdraw from the course, it is solely the student's responsibility to formally withdraw from the course.

Note: Schedule of course content/coverage indicated in 16 WEEK CALENDAR subject to change/adjustment by course instructor as needed. During class, course instructor will notify students currently attending the course of changes/adjustments, if any.

Instructional Methods

Instructional methods are intended to facilitate you, the student in connecting the information that you learn in this course to the real world of work duties related to Banking/Finance.

As a student desiring to learn about working in some capacity related to Banking/Finance, it is your responsibility to complete the course successfully, which includes (but is not limited to meeting the Learning Objectives, submitting assignments on the due dates, participating in lecture/seminar classroom activities, attending lecture/seminar class, and enjoying yourself during your experiential learning activities “on the job”.

Engaging the students in the learning process is essential for teaching to be effective, so you, the student may spend lecture/seminar class time involved in note taking, individual work, and/or collaborative activities. You may be involved in making presentations in class and in discussions with your classmates and your instructor. As you will want to contribute to these, you will need to come to class well prepared.

As an instructor, I want my students to be successful. I feel that it is my responsibility to facilitate your experiential learning activities “on the job” as well as your lecture/seminar classroom activities; model good teaching strategies; and organize, deliver, and/or evaluate the course work that facilitates your success in your experiential learning activities “on the job”.

Student Assignments

Assignments are intended to enhance your learning. Students may be required to successfully complete and submit some or all of the following:

Required Co-op Documentation (mandatory, required)

Written Assignments

Written and/or in-class Discussion Assignments

Oral presentation(s)

PowerPoint presentation(s)

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*** In the real world of work, it is imperative that you submit reports, required paperwork, etc. on time; thus students in this course are required to complete all course-related work, assignments, etc. by the applicable due dates (and due times when applicable). Therefore, if any course-related work, assignments, etc. is not submitted by due date (and due time when applicable), no credit may be earned on that course-related work, assignment, etc. resulting in a grade of zero (0) on the course-related work, assignments, etc. No makeups are provided.**

Assessments

80%.....Employer’s End-of-Semester Evaluation of Student’s Performance

- 10%..... Correct and Completed and Submitted on time Co-op Required Documentation
- 5%..... Successful Employer/Employee Visit
- 5 %.....Various General Assigned Course Work

Instructor Requirements

As your instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Provide description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include reference to any special projects or assignments
- Arrange to meet with individual students before or after class as needed
- Support you in your experiential learning activities “on the job”

To be successful in this class, it is the student's responsibility to:

- Attend all classes each Wednesday of each week for 16 weeks, from 5p.m. – 5:50p.m., and participate in class discussions and activities.
 - *Note: Refer to HCC Attendance Policy shown later in this syllabus.
- Complete and turn in on time all required co-op documentation and course work.
- Know, follow and meet all Co-op requirements and guidelines.
- Ask for help when there is a question or problem.
- Keep copies of all paperwork, including this syllabus, and course work.
- Complete the course with a minimum passing score (60%)

As the instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Course instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, students are asked to respect the learning needs of student classmates and assist students and the course instructor in achieving this critical goal.

Program/Discipline Requirements (if applicable)

HCC Grading Scale

- A = 100 – 90 (Excellent)4 points per semester hour
- B = 89 – 80 (Good)3 points per semester hour
- C = 79 – 70 (Fair).....2 points per semester hour
- D = 69 – 60 (Passing*)1 point per semester hour
- 59 and below = F (Failing).....0 points per semester hour

IP (In Progress – not applicable to this course)0 points per semester hour
W(Withdrawn – Students must withdraw on their own as necessary.).....0 points per semester hour
I (Incomplete – only possible in extenuating circumstances.)..... 0 points per semester hour
AUD (Audit – not applicable to this course.)0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must reenroll to receive credit. COM (Completed) is given in non-credit and continuing education courses.

FX: (Failure due to non-attendance): Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended class.

Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

- To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA."
- *A grade of "D" is not a passing grade in developmental courses. (This is not a developmental course.)

Grading Criteria

Grading Percentages

80%.....Employer's End-of-Semester Evaluation of Student's Performance
10%..... Correct and Completed and Submitted on time Co-op Required Documentation
5%..... Successful Employer/Employee Visit
5 %.....Various General Assigned Course Work

Instructional Materials

Materials may include open educational resources (OER) and/or materials and information accessed via the internet, and/or audio-visuials. Additionally, the instructor may select and/or approve other appropriate reading material and/or books that will be read and used by the students during the course.

EGLS3 – Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College system online near the end of the term.

Abilities Services

Houston Community College is committed to creating an accessible learning community where individuals with disabilities have an equal opportunity to pursue their educational goals, limited only by their abilities, not their disabilities... Ability Services at each College within the Houston Community College System is responsible for arranging reasonable accommodations for all qualified students with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) to ensure equal access to all programs and activities at the College. Students who need to arrange reasonable accommodations must contact Ability Services at the College(s) (Central, Coleman, Northeast, Northwest, Southeast, Southwest) the student plans to attend...The process for obtaining reasonable accommodations is an interactive one that begins with the student's disclosure of his/her disability. The student has the responsibility of providing Ability Services with the appropriate documentation from a qualified Physician or Clinician who has diagnosed his/her disability. Students with disabilities should contact Ability Services directly. For more information, please go to <http://www.hccs.edu/district/students/disability-services/>

HCC Policy Statements

Note: Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so.

Access Student Services Policies on their Web site:

<http://central.hccs.edu/students/student-handbook/>

Access HCC Student Handbook:

<http://www.hccs.edu/district/students/student-handbook/>

***HCC Attendance Policy (from the HCC Student Handbook):**

“You (student) are expected to attend all lecture classes and labs regularly. You are also responsible for materials covered during your absences. Instructors may be willing to consult with you for make-up assignments, but it is your responsibility to contact the instructor. Class attendance is monitored daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences. You may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (lecture and lab).”

(Note: 12.5 percent of 16 class meetings = 2 class meetings.)

(Note: HCC considers 3 tardies to class = 1 absence.)

While our class attendance policy aligns with the HCC Attendance Policy, in addition be advised that:

-No makeups are available.

-Attendance will be taken from a Student Sign-In Sheet that will be available in class at the beginning of each class. Students arriving after 5:15p.m. will be responsible for signing in on the Student Sign-In Sheet at the end of class and be recorded as tardy. Remember: Sign in so you are not counted absent.

-Each absence = -2 points off of final course grade. (Extenuating circumstances resulting in exception to this might including hospitalization, medically-necessary situations, funeral of immediate family member(s) – all with appropriate documentation submitted – will be considered on an individual basis.)

Important note: The college will drop students who miss *the first 12.5% of any course* due to the students' non-attendance. If this occurs, the students may not be re-instated into the course.

HCC Scholastic Dishonesty Policy (from the HCC Student Handbook):

“Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/ or disciplinary proceedings may be initiated by college district officials against a student accused of scholastic dishonesty. “Scholastic Dishonesty” includes, but is not limited to, cheating on a test, plagiarism and collusion. Possible punishments for academic dishonesty may include a grade of “0” or “F” on the

particular assignment, failure in the course, and/or referral to the college Dean of Student Services for disciplinary action up to and including expulsion. Students have the right to appeal the decision.”

Cheating on a test includes:

- Copying from another students’ test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- 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 offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit.

Campus Carry Statement:

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>.

Title IX Statement:

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual’s fundamental rights and personal dignity. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross, Director EEO/Compliance, Office of Institutional Equity & Diversity,
3100 Main, Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

Access Grade Appeal Process:

<http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/>
BNKG 1351/BNKG1051 – page

Access DE Policies on their Web site:

All students are responsible for reading and understanding the DE Student Handbook, which contains policies, information about conduct, and other important information. For the DE Student Handbook click on the link below or go to the DE page on the HCC website.

The **Distance Education Student Handbook** contains policies and procedures unique to the DE student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link:

<http://de.hccs.edu/media/houston-community-college/distance-education/student-services/DE-Student-Handbook.pdf>

All students are responsible for reading and understanding the HCC Online Student Handbook, which contains policies, information about conduct, and other important information. For the HCC Online Student Handbook click on the link below or go to the HCC Online page on the HCC website. The HCC Online Student Handbook contains policies and procedures unique to the online student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as HCC Online contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the HCC Online Student Handbook by visiting this link:

<http://www.hccs.edu/media/houston-community-college/distance-education/student-services/HCC-Online-Student-Handbook.pdf>

Access CE Policies on their Web site: <http://www.hccs.edu/continuing-education/>
