

# COURSE SYLLABUS: BNKG 2381 - 11112 FALL 2018

## COOPERATIVE EDUCATION – BANKING AND FINANCIAL SUPPORT SERVICES

<b>Semester with Course Reference Number</b>	Fall 2018 – BNKG2381 - CRN 11112
<b>Instructor Contact Information</b>	713-718-5404 <a href="mailto:janet.parr@hccs.edu">janet.parr@hccs.edu</a>
<b>Office Location &amp; Hours</b>	Central Campus, JBW214A. T & W:1-4pm
<b>Course Location/Times</b>	Central Campus, SJAC134,5:30-6:20pm
<b>Course Semester Credit Hours</b>	Credit hours – 3.00; Lecture hours –
<b>Course Contact Hours</b>	16 plus 320 hours outside class
<b>Type of Instruction</b>	Lecture, Internship & Practicum

### 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 supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

### Course Prerequisite(s)

**Student must have a declared major in this discipline and must have successfully completed a minimum of 75% of the courses leading to the AAS degree in his/her program area.**

**Student must have a job relative to the discipline.**

**Student must be working minimum of 20 hours per week (paid or volunteer) in some capacity associated with the declared major/discipline.**

**Failure to provide proof of employment, degree declaration, prerequisites, will initiate drop. Student should have received approval from the department to enroll.**

### Frequent Requisite(s)

- College Level Writing. Departmental approval. College Level Reading.

### Course Student Learning Outcomes (SLO):

1. Students will be able to enumerate the various very important skills for new hires across industry lines in today's competitive workforce.
2. Students will be able to identify the various very important skills needed for success on their job and which can contribute to career growth.
3. Students will be able to identify problems in the workplace.
4. Students will be able to develop solutions to workplace problems, effectively communicate/present the nature of workplace problems and their developed solutions to their supervisor(s)/management, and seek feedback about and/or approval of said solutions and approval to implement solutions from supervisor(s)/management.
5. Students will be able to work in such a fashion that they receive an above-average rating from their employer in their employer's assessment of their specific job-related skills.
6. Students will be able to demonstrate dependability in punctuality, attendance, and in handling their assigned workload on the job as shown by their employer's assessment.

## **Learning Objectives (Numbering system should be linked to SLO)**

Students will complete their work project, maintain weekly logs, coordinate site visits and complete an individual project and/or presentation in class as assigned.

1. Through attendance and participation in all seminars, students will be familiar with the various very important skills for new hires across industry lines in today's competitive workforce.
2. Through employment for a minimum of 20 hours/week in a career-related field, students will identify the various very important skills needed for success on their job and which can contribute to career growth.
3. Through employment for a minimum of 20 hours/week in a career-related field, students will identify problems in the workplace.
4. Students will be able to develop solutions to workplace problems, effectively communicate/present the nature of workplace problems and their developed solutions to their supervisor(s)/management, and seek feedback about and/or approval of said solutions and approval to implement solutions from supervisor(s)/management.
5. Through the work they do via their employment for a minimum of 20 hours/week in a career-related field, students will earn an above-average rating from their employer in their employer's assessment of their specific job-related skills.
6. Students will demonstrate understanding of the importance of dependability in punctuality, attendance, and in handling their assigned workload on the job.

## **SCANS and/or Core Curriculum Competencies:**

**Student will be able identify important skills for new hires in today's competitive workforce.**

**Student will be able to identify important skills needed for success on their jobs.**

**Students will be able to identify problems in the workplace, develop solutions to workplace problems, effectively communicate/present the nature of workplace problems and their developed solutions to their supervisor(s)/management, and seek feedback about and/or approval of said solutions and approval to implement solutions from supervisor(s)/management.**

**Students will be able to develop above-average job-related skills.**

**Students will be able to demonstrate dependability on the job.**

**Instructional Methods** In class lectures (face to face) and working with individual supervisors of each employer to meet goals.

**Instructional Materials** **There are no textbooks for this class. Instructor will lecture and/or lead interactive classroom discussion each class period on skills vitally important for new hires across industry lines in today's competitive workforce. Application of these skills to the students' on-the-job experiences shall be emphasized.**

## **Student Assessment(s)**

**Completion and submission in a timely manner of all required co-op documentation.**

**Completion of 320 job-related hours.**

**Completion and submission in a timely manner of weekly logs evidencing 320 job-related hours.**

**Completion/presentation/submission of an individual project and/or presentation in class as assigned.**

**Completion and submission in a timely manner of all assignments related to seminar content.**

**Attendance at all seminars.**

## CALENDAR: Weekly Activity Schedule

WEEK	TOPICS
1: 8/29	<b>INTRODUCTION and ORIENTATION TO THE COURSE,            REQUIRED DOCUMENTS, ETC.            DOCUMENT 1 COMPLETED IN CLASS AND EMAILED TO            INSTRUCTOR.            RESUMES TURNED IN.            HOMEWORK ASSIGNMENTS MADE VIA EMAIL.</b>
2: 9/05 3: 9/12	<b>DOCUMENTS DUE AS APPLICABLE. LECTURE/DISCUSSION.            DOCUMENTS AND ASSIGNMENTS DUE AS APPLICABLE.            LECTURE/DISCUSSION.</b>
4: 9/19	<b>DOCUMENTS AND ASSIGNMENTS DUE AS APPLICABLE.            LECTURE/DISCUSSION.</b>
5: 9/26	<b>DOCUMENTS AND ASSIGNMENTS DUE AS APPLICABLE.            LECTURE/DISCUSSION.</b>
6: 10/03 7: 10/10	<b>DOCUMENTS AND ASSIGNMENTS DUE AS APPLICABLE.            LECTURE/DISCUSSION.            DOCUMENTS AND ASSIGNMENTS DUE AS APPLICABLE.            LECTURE/DISCUSSION.</b>
8: 10/17 9: 10/24 10: 10/31	<b>DOCUMENTS AND ASSIGNMENTS DUE AS APPLICABLE.            LECTURE/DISCUSSION.            DOCUMENTS AND ASSIGNMENTS DUE AS APPLICABLE.            LECTURE/DISCUSSION.            DOCUMENTS AND ASSIGNMENTS DUE AS APPLICABLE.            LECTURE/DISCUSSION.</b>
11: 11/07 12: 11/14 13: 11/21	<b>DOCUMENTS AND ASSIGNMENTS DUE AS APPLICABLE.            LECTURE/DISCUSSION.            DOCUMENTS AND ASSIGNMENTS DUE AS APPLICABLE.            LECTURE/DISCUSSION.            DOCUMENTS AND ASSIGNMENTS DUE AS APPLICABLE.            LECTURE/DISCUSSION.</b>
14: 11/28 15: 12/05 16: 12/12	<b>DOCUMENTS AND ASSIGNMENTS DUE AS APPLICABLE.            LECTURE/DISCUSSION.            DOCUMENTS AND ASSIGNMENTS DUE AS APPLICABLE.            LECTURE/DISCUSSION.            DOCUMENTS AND ASSIGNMENTS DUE AS APPLICABLE.            LECTURE/DISCUSSION as time permits on this last day of class.</b>
9/10 11/2	<b>OFFICIAL DAY OF RECORD            LAST DAY TO WITHDRAW</b>
	<b>ALL ASSIGNMENTS DUE ON ASSIGNED DUE DATES.</b>

**Instructors Grading Criteria:** Students will be graded based upon:

**(85%) Work project with employer: completed 320 work hours and supervisor's evaluation.**

**(5%) Completion/presentation/submission of an individual project and/or presentation in class as assigned, plus completion and submission in a timely manner of all assignments related to seminar content.**

**(5%) Attendance at all seminars.**

**(5%) Completion and submission in a timely manner of all required co-op packet documentation, correctly filled out and signed as appropriate, including weekly logs evidencing at least 320 hours of work completed as well as the final employer evaluation form.\***

**Co-op Packet Required Documents: \* You cannot pass without all the documents complete and turned- in even if you get very high marks on the evaluation your supervisor completes and have completed everything else successfully.**

### **HCC Grading Scale**

A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 point per semester hour
59 and below = F	
W(Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour

### **TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C. A§ 1681 ET. SEQ.**

*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. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. 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  
(713) 718-8271

Houston, TX 77266-7517 or Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)

A statement regarding how to receive help regarding a student request for an accommodation due to a qualified disability has also been added:

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/district/students/disability-services/>

### **CARRY GUN:**

“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/>.”

“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. This will enable us to provide any resources that HCC may possess.”

Log in to: [www.edurisksolutions.org](http://www.edurisksolutions.org). Sign in using your HCC student e-mail account, then go to the button at the top right that says **Login** and enter your student number.

#### **Early Alert**

HCC has instituted an Early Alert process by which your professor may “alert” you and the counselors that you might fail a class because of excessive absences and/or poor academic performance.

#### **International Students**

Contact the International Student Office at 713-718-8520 if you have questions about your visa status.

#### **STUDENTS WITH DISABILITIES**

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. **Instructors are authorized to provide only the HCC DSSO approved accommodations but must do so in a timely manner.**

Students who are requesting special testing accommodations must first contact the appropriate DSS office for assistance each semester:

#### **DISABILITY SUPPORT SERVICES OFFICES:**

Northwest: 713.718.5422

After student accommodation letters have been approved by the DSS office and submitted to Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist (ISS) assigned to their professor.

**STUDENT RIGHTS, POLICIES & PROCEDURES:** Go to HCCS.EDU website, Information for – Students; scroll on left side. (Note changes in Course Grade Appeal)

#### **ACADEMIC DISHONESTY**

You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog and 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 System officials against a student accused of scholastic dishonesty. “Scholastic dishonesty”: includes, but is not limited to, cheating on a test, plagiarism, and collusion.

**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. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook).

Academic dishonesty can result in a grade of **F** or **0** for the particular test or assignment involved, dropped, and/or expelled from HCCS. Please refer to the HCCS Distance Education Student Handbook-(for further information regarding Academic Dishonesty refer to [http://distance.hccs.edu/de-counseling/DE\\_student\\_handbook.htm](http://distance.hccs.edu/de-counseling/DE_student_handbook.htm)).

**NOTE TO STUDENT: If you have any questions or concerns about the course and/or course assignments, please ask! It is recommended that you review the Student Handbook on-line.**

**Access Student Services Policies**

<http://hccs.edu/student-rights>

**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 near the end of the term, 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 department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community

**Please Note:**

*At any time during the semester, your instructor reserves the right to modify the course requirements, assignments, exams, grading procedures, & all other related policies & procedures as circumstances may dictate. Remember also, it is the sole responsibility of each student to read, completely understand, and adhere to this document and all other documents or materials associated with this course in their entirety. This in essence is a **CONTRACT**.*