



SYLLABUS – FALL 2018
COOPERATIVE EDUCATION AND WORK EXPERIENCE
BUSG 2380 CRN 12374, Sundays 11-11:50
BUSG 2380 CRN 12375, Saturdays 7-7:50

INSTRUCTOR: NORMAN HANKS

Weekend College of Business
Northeast College HCCS
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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 the supervision of the college and the employer, the student combines classroom learning with work experience.

PREREQUISITES

A minimum of 6 (six) semester hours of instruction in area, and grade point average of 2.5. This is a “capstone” course and should ideally be taken in the student's final semesters of study as an experience for the student to “put it all together.”

COURSE GOALS

1. Student will be able identify career paths and opportunities.
2. Student will be able to identify skills needed to augment career growth.
3. Students will obtain skills to transfer to four-year programs.
4. Students will be able to develop leadership skills for professional growth.
5. Students will be able to identify values for today’s competitive workforce.
6. Students will be able to determine a timeline for professional growth.
7. Students will be able to develop career awareness
8. Students will be able to identify avenues for career exploration.
9. Students will be able to identify problems in the workplace for study.
10. Students will be able to develop solutions to workplace problems.
11. Students will be able to develop a network of employers and peers.
12. Students will be able to design a model for sharing information about findings.

**STATEMENT OF FOUNDATION SKILLS AND WORKPLACE
COMPETENCIES (SCANS SKILLS)**

A study was conducted for the Department of Labor by the American Society for Training and Development which identified the seven skills U. S. employers want most 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.

STUDENTS WITH DISABILITIES ADA STATEMENT

The Houston Community College System does not discriminate on the basis of disability in the recruitment and admission of students or the operation of any of its programs and activities. The designated office for compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 is the HCCS Access and Equity Office.

The College will make its campuses and programs accessible to individuals with disabilities in accordance with the law. Where it is impractical to modify a specific area to make it accessible, the College will provide an accessible alternative.

For instructional accommodations the student should contact the HCCS disabilities services staff through the Counseling Office at least 60 days prior to the first day of class. Academic accommodations will be provided only after students have properly registered for services through designated disability services staff. Any student who anticipates difficulty in gaining access to a classroom should contact the center administrator at or before the time of registration.

ACADEMIC HONESTY

SCHOLASTIC DISHONESTY (HCCS 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 test includes:

- Copying from another student's test paper;
- Using materials during a test that are 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 in part the contents of a test
- 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" means the unauthorized collaboration with another person in preparing written work offered for credit.

ATTENDANCE AND WITHDRAWAL POLICIES

Class attendance is important. Generally, the course material consists of Lectures, small group exercises, and project development and reports. Students are expected to assume the responsibility for learning. Your instructor will assist you, but the actual responsibility rests with you. Students are also expected to devote their energy to attaining the skills and knowledge required for their particular career goals. Disruptive activity that hinders other students' learning or deters an instructor from effective teaching will not be tolerated under any circumstances.

In accordance with HCCS rules, the instructor has the authority to drop a student from any class after the student has been absent for periods equivalent to two weeks of classes.

However, the student has the ultimate responsibility to withdraw from the course. Attending class lectures is vital to understanding, integrating, and applying the concepts discussed in class. Attendance will be kept according to HCCS rules. If there are extreme circumstances that require absence from class, it is the student's responsibility to notify the instructor before the class period. Students absent from class are still responsible for all material assigned and/or covered during the missed session. Students arriving late or leaving early should notify the instructor ahead of time, and sit in a seating location that is least likely to disrupt the class. For additional information refer to the HCCS catalog.

GRADE APPEAL, REFUNDS, DISCIPLINE ISSUES and SEXUAL HARASSMENT POLICY

Refer to the Student Handbook, Catalog and Schedule.

PROJECTS, ASSIGNMENTS, PRESENTATIONS

Given the specifications for a semester project, the guidelines for a class presentation, and in-class team exercises, the student will accomplish the entire student learning outcomes below. Upon completion of this course, the student should be able to:

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.

EARLY ALERT

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

To help you avoid having to drop/withdraw from any class, contact your professor regarding your academic performance. You may also want to contact your campus Advisor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.)

Students should check HCC's Academic Calendar by Term for drop/withdrawal dates and deadlines. If a student decides to drop or withdraw from a class upon careful review of other options, the student can drop online prior to the deadline **(Friday, November 2nd for this class)** through their HCC Student Service Center:
<https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG>

ACCESS TUTORING AT THEIR WEBSITE:

<http://www.hccs.edu/district/students/tutoring/>

HCC TITLE IX POLICY

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
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

CAMPUS CARRY

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/>

GRADING

Grade Points

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 0 points per semester hour
FX (Failure due to non-attendance) 0 points per semester hour
W (Withdrawn) 0 points per semester hour
I (Incomplete) 0 points per semester hour

COURSE REQUIREMENTS AND GRADING POLICY

Students will complete a written project proposal, an individual project, submit weekly reports and provide a written summary and presentation at the end of the semester.

1. Student must be employed for a minimum of 20 hours per week in a career-related field, and have a supervisor or representative of the company serve as co-op sponsor.
2. Student must submit all the required documents:
 - a. **Student Application** (due at 2nd class meeting)
 - b. **Work/Experience Agreement** (due at 2nd class meeting)
 - c. **Training Plan** (due at 2nd class meeting)
 - d. **Evaluation** (due after completion of the project)
3. Student must submit a written proposal of the project by the second class meeting (using the Training Plan document) that extends beyond the normal work assignment and states specific, measurable and achievable learning objectives. These approved objectives, along with input from the Co-op instructor and sponsor will be used to grade the cooperative work experience.
4. Student must execute the proposed project over the course of the semester.
5. Student must develop a detailed written report and final presentation to be completed before the end of the semester.
6. The grade is determined by:

Class Attendance 16 hours (25%)

Paperwork completed and submitted on time (25%)

Written report on Project (25%)

Oral report with copy of outline for each person in the class (25%)