

Lone Star College-Tomball

Behavioral Sciences, Business, Humanities and Social Sciences Division

Cooperative Work Experience

Course Information	Faculty Information
Course Title: Cooperative Work Experience	
Course Number: BMGT 2382 , MRKG 2380, ACNT 2380, ACNT 2381 & ACNT 1382	Name: Chandra Schorg
Course Section: 3001 & 3002	
Credit Hours: 3	
Prerequisite: 20+ worksite hours per week & department approval; see 2010-2011 Catalog Description of Courses for other Prerequisites	Office Location: E211A
Semester: Spring 2011	Office Phone: 281-351-3375
Class Days and Times: Jan. 18; Feb. 14; March 21 and April 18; Class will meet from 6-9 PM	Office Hours: UP MW 9-10; B13.510 and TTH E211A 10 – noon (subject to change)
Class Location: S 264	Email address: Chandra.a.schorg@lonestar.edu

COURSE LEARNING OUTCOMES:

2010-2011 Learning Outcomes for BMGT2382, MRKG2380, ACNT 2380, ACNT 2381 & ACNT 1382:

- ❖ 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
- ❖ 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

COURSE DESCRIPTION:

2010-2011 Course Description for BMGT2382, MRKG2380, ACNT 2380, ACNT 2381 & ACNT 1382:

- ❖ 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.

REQUIRED TEXTBOOKS AND/OR MATERIALS:

- ✓ **TEXTBOOK: SKILLS FOR NEW MANAGERS, BY MOREY STETTNER ISBN 0-07-135618-5.**
- ✓ **ACCESS TO A COMPUTER WITH MICROSOFT WORD, POWERPOINT, AND THE INTERNET.**
- ✓ **SEE STUDENT QUALIFICATION, RESPONSIBILITIES & OBJECTIVES SECTION OF STUDENT/EMPLOYER HANDBOOK.**

OPTIONAL TEXTBOOK AND/OR MATERIALS:

None

EVALUATION:

Cooperative education offers the student credits for practical work experience related to career goals. The course instructor will work with the student and work supervisor to set individual objectives. These objectives may be related to Job Growth, Personal Development, Problem Solving, Routine Duties, and Future Career Aspirations. These objectives do not have to be specifically related to each other. Refer to the Student/Employer section of Handbook for detailed explanation of objectives. Students will also be evaluated over course work as listed below. Each student should keep a Portfolio containing his/her work over the semester. The Portfolio will be turned in at the final student/supervisor/coordinator evaluation meeting.

The professor reserves the right to change/amend the syllabus during the semester as deemed necessary.

Requirement	Tentative Date	POINT VALUE
Supervisor's Evaluations (2)	By Feb. 28, 2011 and By April 30, 2011	250 POINTS
Assignment #1 Resume/Cover Letter	Feb. 28, 2011	150 POINTS
Assignment #2 Work Related Project	March 31, 2011	150POINTS
Assignment #3 Skills for New Managers Paper	April 20, 2011	150 POINTS
Weekly Reports & Portfolio	May 6, 2011	200 POINTS
Participation: Myers Briggs Type Indicator (MBTI)	March 31, 2011	100 POINTS
Total		1000 POINTS

LETTER GRADE ASSIGNMENT:

Final letter grades will be assigned after computing individual final points as follows:

Final Average in Points	Letter Grade
1000 – 900	A
899 – 800	B
799 – 700	C
699 – 600	D
599 – 0	F

ATTENDANCE POLICY:

The student should attend agreed upon orientation, planning and progress meetings. Students should stay in touch with instructor by email or by phone.

ASSIGNMENTS:

See class schedule – if the student is having a problem with any of the requirements listed above, he/she should contact the instructor.

MAKE-UP EXAMS:

No make-up exams given.

WITHDRAWAL POLICY:

Withdrawal from the course after the official day of record (see current catalog) will result in a final grade of "W" on the student transcript and no credit will be awarded. Prior to the official day of record, it is the student's responsibility to initiate and complete a request for withdrawal from any course.

If you are considered a first-time college student, a new law was passed in Fall 2007 that limits to six the number of courses you may drop (withdraw with a grade of "W") while enrolled at any Texas public institution of higher education. A first time college student is a student not currently enrolled in high school and who has never taken a college or university course anywhere at any time.

If you consider dropping this course during the semester, you might want to go to advising prior to dropping and get information about the Six-Drop Rule.

ACADEMIC INTEGRITY:

The Lone Star College System upholds the core values of learning: honesty, respect, fairness, and accountability. We promote the importance of personal and academic honesty. We embrace the belief that all learners – students, faculty, staff and administrators – will act with integrity and honesty and must produce their own work and give appropriate credit to the work of others. No fabrication of sources, cheating, or unauthorized collaboration is permitted on any work submitted within the District.

Consequences for academic dishonesty to be determined by the professor, or the professor and Academic Dean, or the professor and Chief Student Services Officer can include but are not limited to: 1.) having additional class requirements imposed, 2.) receiving a grade of zero or “F” for an exam or assignment, 3.) receiving a grade of “F” for the course, 4.) being withdrawn from the course or program, 5.) being expelled from the college district.

Professors should clearly explain how the student’s actions violated the academic integrity policy, how a grade was calculated, and the actions taken.

SOFTWARE PIRACY:

Law strictly prohibits unauthorized copying of software purchased by LSC-Tomball for use in laboratories. The LSC-Tomball administration will take appropriate disciplinary action against anyone violating copyright laws.

COMPUTER VIRUS PROTECTION:

Computer viruses are, unfortunately, a fact of life. Using the diskettes on more than one computer creates the possibility of infecting computers and diskettes with a computer virus. This exposes the computers of the college, your personal computer, and any others you may be using to potentially damaging viruses. The college has aggressive anti-virus procedures in place to protect its computers, but cannot guarantee that a virus might not temporarily infect one of its machines. It is your responsibility to protect all computers under your control and use and ensure that each diskette you use, whenever or wherever you use it, has been scanned with anti-virus software. Since new viruses arise continually, your anti-virus software must be kept current. And, since no anti-virus software will find every virus, keeping copies of data (backups) is extremely important.

EQUAL OPPORTUNITY STATEMENT:

Lone Star College System is committed to the principle of equal opportunity in education and employment. The system does not discriminate against individuals on the basis of race, color, gender, religion, disability, age, veteran status, nationality, sexual orientation, or ethnicity in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and other system or college administered programs and activities.

SCANS MATRIX:

The U.S. Department of Education Secretary’s Commission on Achieving Necessary Skills (SCANS) has researched and listed the skills and competencies that make up the know-how employees will need for workplace success. You can view the SCANS skills that are included in the course objectives at the Lone Star College System web site at:

<http://www.lonestar.edu> and follow links.

THE LSC-TOMBALL LIBRARY HOURS AND PHONE:

The phone number is 832-559-4211.

Monday – Thursday:	8:00 a.m. – 9:30 p.m.
Friday:	8:00 a.m. – 6:00 p.m.
Saturday:	10:00 a.m. – 5:00 p.m.

THE LSC-TOMBALL ASSESSMENT CENTER:

The phone number is 281-357-3698

Monday – Thursday:	8:00 a.m. – 8:00 p.m.
Friday:	8:00 a.m. – 5:00 p.m.
Saturday:	9:00 a.m. – 3:00 p.m.

**ADA STATEMENT:**

The Lone Star College System is dedicated to provide the least restrictive learning environment for all students. The college district promotes equity in academic access through the implementation of reasonable accommodations as required by the Vocational Rehabilitation Act of 1973, Title V, Section 504 and the Americans with Disabilities Act of 1990 (ADA) which will enable students with disabilities to participate in and benefit from all post-secondary educational activities.

If you require reasonable accommodations because of a physical, mental, or learning disability, please notify the instructor of this course as soon as possible and preferably before the end of the first two weeks of class to arrange for reasonable accommodations.

GUARANTEED GRADUATE POLICY:

Lone Star College System guarantees that graduates of its Associate of Arts, Associate of Science, or Associate of Applied Science and all Certificate programs, providing under certain circumstances, additional education and training tuition free to students lacking appropriate mastery of specified competencies. For additional information, refer to the Lone Star College System catalog.

FOR ADVISING ON THIS PROGRAM OR OTHER AREAS AT LSC-TOMBALL CONTACT:

- o Behavioral Science, Debra Parish, debra.parish@lonestar.edu, 281-351-3341
- o Business, Joe Cahill, Joseph.M.Cahill@lonestar.edu, 281-357-3617
- o Humanities, Jacky Stirling, jacqueline.i.stirling@lonestar.edu, 281-357-3674
- o Social Science Department: Nancy Kral, nancy.kral@lonestar.edu, 281-351-3371
- o Division Dean, Jill Riethmayer, jill.riethmayer@lonestar.edu; 281-351-3342
- o There is also information at <http://www.lonestar.edu>

**Instructor Reserves The Right to Modify Syllabus During the Semester:
Coop Work Experience
Spring 2011 Class Schedule**

TENTATIVE CLASS OUTLINE:

WEEK NUMBER	LECTURE TOPIC AND ACTIVITY	DUE DATES
1 Jan. 18 – Jan. 21	Complete Student Information Sheet, page 19 of the Student/Employer Handbook and sign the Cooperative Agreement. Complete the Student Weekly Report.	Submit during conference week Jan. 31 to Feb. 4, 2011 Please e-mail me to set up appointment
2 Jan. 24 – Jan. 28	Read the information on Learning Objectives section of Student/Employer Handbook (pages 12-14). Write two Job Objectives in conjunction with supervisor. Complete a Student Weekly Report (page 21 of Student/Employer Handbook) for weeks 1 & 2, and continue to complete these weekly reports for weeks 3 – 16.	
3 Jan. 31 – Feb. 4	Conference Week between the supervisor, student, and coop coordinator (Chandra Schorg). At the time of conference, submit a signed copy of the Cooperative Work Agreement and a signed copy of the Job Objectives form to the co-op coordinator.	

	Continue to complete the Student Weekly Report.	
4 Feb. 7 – Feb. 11	<p>Assignment #1: Resume/Cover Letter Go to http://owl.english.purdue.edu/sitemap an online workshop maintained by Purdue University. Find Job Search Writing and select Resume Workshop (3rd column on right side of page). Work through the workshop, and create a Resume. Then click back to Job Search Writing and select “What is a Cover Letter” and then select Cover Letter Workshop. Work through workshop, and create a cover letter. Include both the recently created resume and cover letter in your portfolio.</p> <p>And, go to www.umn.edu/ohr/careerdev/resources/resume . This is a Resume Tutor website by the University of Minnesota. Please go through all the steps and print out examples of the 3 different types of resumes and include these in your portfolio. Also, print out the critique charts and include that as well in your portfolio.</p> <p>Continue to complete the Student Weekly Report.</p>	Due Feb. 28, 2011 (e-mail me a copy of both).
5 Feb. 14 – Feb. 18	<p>Take the Myers Briggs Type Indicator (MBTI). This is an instrument that measures personality and how it relates to career exploration. Go to: www.CollegeScope.com/lonestar , then click the: ”Register Here” button. Once registered, take the MBTI. The results will be sent to Sarah David, Career Counselor at LSCS-UP. Sarah David may be contacted at sarah.y.david@lonestar.edu if you have any additional questions. Write a brief paper, not more than two pages, summarizing the results and an evaluation of the experience. Place a copy in your Portfolio.</p> <p>Continue to complete the Student Weekly Report.</p>	Due on or before March 31, 2011 (e-mail me a copy).
6 Feb. 21 – Feb. 25	<p>Assignment #2: Work Related Project Write a short paper, using Microsoft Word; the paper should not be more than 2 pages, outlining your current work responsibilities and how you would/could improve your work responsibilities.</p> <p>Continue to complete the Student Weekly Report.</p>	Due on or before March 31, 2011 (e-mail me a copy).
7 Feb. 28 – March 4	Read “Skills for New Managers” and continue to complete the Student Weekly Report.	
8 March 7 – March 11	<p>Continue reading “Skills for New Managers” and continue to complete the Student Weekly Report.</p> <p>Assignment #3: Skills for New Managers</p>	Due April 20, 2011 (e-mail me a copy).

	Write a short review of “Sills for New Managers”, using MS Word not to exceed 2 pages. DO NOT recap the book-base your paper on your opinions of the book.	
March 14 – March 18	Spring Break Continue to complete the Student Weekly Report.	
9 March 21 – March 25	Continue reading “Skills for New Managers” and continue to complete the Student Weekly Report.	
10 March 28 – April 1	Continue reading “Skills for New Managers” and continue to complete the Student Weekly Report.	
11 April 4 – April 8	Continue reading “Skills for New Managers” and continue to complete the Student Weekly Report.	
12 April 11 – April 15	Continue reading “Skills for New Managers” and continue to complete the Student Weekly Report.	
13 April 18 – April 22	Set-up close out interview with Co-op coordinator (Chandra Schorg) for next week and complete all assigned work. Continue to complete the Student Weekly Report.	Please e-mail me to set up appointment.
14 April 25 – April 29	Close out interview week – have supervisor’s final evaluation (page 17 of Student/Employer handbook) and Portfolio with all work required ready to be submitted to Co-op coordinator. Continue to complete the Student Weekly Report.	Portfolio is due no later than May 6, 2011.
15 May 2 – May 6	Close out interviews continue: all work and documentation should be submitted by end of week. Continue to complete the Student Weekly Report.	
16 May 9 – May 13	Final Exam Week	