

# Brazosport College

## Syllabus for INTC 1281 – Cooperative Education II – Instrumentation Technology/Technician

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### I. COURSE DESCRIPTION:

#### **INTC1281 – Cooperative Education II – Instrumentation Technology/Technician** **CIP 1504040011**

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 employee, the student combines classroom learning with work experience. Includes a lecture component. End of course outcomes: 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. **Credit Hours:** 2 (1 lecture, 10 lab)

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Stephen Reckner

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Brandon Hartman

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Kent Bollich

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Gary Hicks

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Mitchell Seal

**A. Required skill level:** College-level reading, writing, and math.

## II. COURSE OBJECTIVES

Students enrolled in the Chemical Technology program must work in a related job in the chemical industry at least 20 hours per week with satisfactory evaluations by the coordinator and the job supervisor.

### A. Job Site Objectives

- a) Perform satisfactorily on the job in the following areas:
  1. Job Knowledge
  2. Quality of Work
  3. Planning & Organization
  4. Interpersonal Skills/Teamwork
  5. Communication
  6. Initiative & Self-Motivation
  7. Self-Confidence
  8. Safety
  9. Attendance & Punctuality
- b) Work with supervisor to
  1. Develop goals and objectives for internship
  2. Bi-weekly Job Description forms
  3. Supervisor Evaluation
- c) Any jobsite requirements

### B. Course Objectives

Use resources from textbook and additional information provided to

- a) Develop transferable skills
- b) Complete a career assessment
- c) Learn how to prepare a resume and cover letter
- d) Obtain skills in interviewing

## III. STUDENT LEARNING OUTCOMES

OUTCOMES	METHOD OF ASSESSMENT
Student will record a biweekly job report form on job activities and learning experiences.	Grade reports for completion (upload into D2L)
Student and supervisor will prepare a list of goals to be accomplished in the intern position.	Goals turned in to coordinator in D2L
Student will prepare a list of job objectives	Objectives turned in to coordinator in D2L
Student will complete written assignments in D2L with support from textbook and other	Grade on assignments (upload into D2L)
Students will have a C or better on their supervisor's performance evaluation.	Grade from supervisor's performance evaluation

#### IV. TEXTBOOK OR COURSE MATERIAL INFORMATION

##### A. Textbook

1. Internship Education II, PTAC2387/INTC1281, BC Custom Publisher, July 2021.  
(required)

Required course materials are available at the Brazosport College bookstore, on campus or online at <http://brazosport.edu/bookstore/home.html>. Students are not under any obligation to purchase a textbook from the college bookstore. The same textbook is/may also be available from an independent retailer, including an online retailer.

**For Distance Education Courses include the following:** Contact the Brazosport College Bookstore with a credit card for course materials. Phone: 979-230-3651. Fax: 979-230-3653. Email: [bookstore@brazosport.edu](mailto:bookstore@brazosport.edu). Website: <http://brazosport.edu/bookstore/home.html>

##### B. Course Outline

**This is a sample outline which may vary with individual instructors. It will also vary based on whether the course is a summer course or a fall/spring course. Students should contact their instructor for the outline of the course they are taking.**

WEEK #	TOPIC
Prior to week 1	Orientation – Pass out forms, Introduction
1-2	Student data sheet turned in; read syllabus, syllabus quiz
2	Goal's form (signed by supervisor) and read text pages
3	Start bi-weekly job task reports & complete Objective's form
4	Transferable Skills Worksheet, read text pages
5	Complete bi-weekly report
6	Begin Resume work, read text pages
7	Career Assessment, resume continued, bi-weekly report
8	Resume due; begin cover letter, read text pages
9	Cover letter due, bi-weekly report due
10	Begin Interview section, read text pages
11	Be-weekly report, prepare for mock interview webinar
12	Mock interview response report, mock interview webinar
13	Continue bi-weekly job descriptions
14	Supervisor's Performance Evaluation due
15	Bi-weekly report, supervisor's performance evaluation due

##### **Important Semester Dates:**

Last Day to Withdraw from Classes– Check BC Academic Calendar at <http://catalog.brazosport.edu/index.php>

### C. Virtual Campus (a.k.a. D2L):

Knowing how to use Virtual Campus is an absolute must to succeed in this course. Locations of technical support information on the Virtual Campus is on the school website, the Virtual Campus login page, on the My Home page, and Course Home areas of each online course. These areas contain links to:

- technical support
- manuals & videos
- orientation to online courses
- distance learning website

Here is one of several links you can use to review and learn how to use Virtual Campus: <https://brazosport.edu/programs/distance-learning-online-instruction/student-manuals-tutorials/> In addition, the Distance Learning department conducts webinars and on campus training for using D2L, but you must sign-up ahead of time. Here is a link to sign-up, but call them if there is a problem with the link: <https://form.jotform.com/mcconnel/rsvpvirtualtour>

### D. Weekly homework and D2L

**Check “Contents” in D2L to keep up with weekly assignments starting your first week. This is a key area in D2L.**

- Deadlines are not flexible. There are only negotiable due to emergencies/event out of your control, and with written excuse from employer, doctor, etc. Do not wait until Sunday to start your homework or you will inevitably have problems to prevent your completion.
- Students must use D2L to keep up with announcements, assignments, etc. Success can occur if you logon more than weekly and complete all assignments by the deadlines.
- Several elements of D2L may be used including Dropbox, Discussions, Contents, and more.
- The assignments and quizzes should all appear in “Contents”. CONTENT is a key area for you to check.
- See Communications section in syllabus concerning D2L email

**Weekly Homework** is due per deadlines shown in Content. You may work ahead of schedule if you desire. Students must be able to print out documents, scan completed documents, save documents and upload documents into D2L. The link to submit homework can be found in “Content” (see top menu bar) and the associated week folder. Make sure and read the homework description and instructions in each Content Week. Part of the homework is associated with your intern position and from the required course textbook. Submit the assignment into Dropbox in a Word document (created and saved on your PC or flashdrive) with title as Week 1 HW.doc Homework will be graded within 7 days of submission. Also, your homework must be your OWN work. Sharing homework answers/assignments is considered “cheating” and in violation of the academic honesty policy. Violators will be reported and at risk of failing the course. I provide feedback on your assignments on what was incorrect or why points deducted. I may also request a reply on feedback, especially bi-weekly job description submissions, so please read feedback in D2L and respond accordingly as this will also be graded.

**Virtual Class Meeting-** there will be at least one virtual meeting this semester that you will be required to attend. A link will be provided for you to join the session. You will need to have a computer that has a webcam and microphone.

#### **E. Communications With Instructor**

1. Please send any emails to me through D2L. The Brazosport policy is for students nor faculty to communicate via personal email or texting unless urgent/emergency.
2. Make sure and identify which course and section you are in because I instruct more than one course/section and need this information to locate your information online.
3. I would highly recommend forwarding your D2L emails to an email account that you check regularly. Instructions for this are on D2L along with other useful resource. But please note that you cannot reply to these forwarded emails from your personal email. You will have to log in to D2L to reply using the D2L email.
4. I would also recommend using the D2L notifications feature to remind you of upcoming assignments and other available topics.
5. Office hours – I do not have an office on campus but am available M-Th 8am-5PM and Friday 8am-12pm. If urgent, you can call my cell number. 225-413-2161

#### **V. STUDENTS WITH DISABILITIES**

Brazosport College is committed to providing equal education opportunities to every student. BC offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software to assist students with special needs. For student to receive any accommodation, documentation must be completed in the Office of Disability Services. Please contact Phil Robertson, Special Populations Counselor at 979-230-3236 for further information.

#### **VI. TITLE IX STATEMENT**

Brazosport College faculty and staff are committed to supporting students and upholding the College District's non-discrimination policy. Under Title IX and Brazosport College's policy FFDA (Local), discrimination based on sex, gender, sexual orientation, gender identity, and gender expression is prohibited. If you experience an incident of discrimination, we encourage you to report it. While you may talk to a faculty or staff member at BC, please understand that they are "Responsible Employees" and must report what you tell them to college officials. You can also contact the Title IX Coordinators directly by using the contact information below. Additional information is found on the Sexual Misconduct webpage at [www.brazosport.edu/sexualmisconduct](http://www.brazosport.edu/sexualmisconduct).

#### **VII. ACADEMIC HONESTY**

Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty including, but not limited to, cheating, plagiarism, and collusion shall be treated appropriately.

Academic dishonesty violates both the policies of this course and the Student Code of Conduct. In this class, any occurrence of academic dishonesty will be referred to the Dean of Student Services for prompt adjudication, and may, at a minimum, result in F, in this course. Sanctions may be imposed beyond your grade in this course by the Dean of Student Services. Please refer

to the Brazosport College Student Guide for more information. This is available online at <http://brazosport.edu/students/for-students/student-services/>.

## **VIII. ATTENDANCE AND WITHDRAWAL POLICIES**

Class attendance contributes to your final grade, but you must attend class to successfully complete the course. If you are unable to complete this course, you must complete and submit a withdrawal form with the registrar's office. If the student decides to drop out of the class, it is the responsibility of the student to initiate a withdrawal before the withdrawal deadline in order to get a "W" on their transcript. If this is not done the student will receive a grade based on test grades and class grades earned during their attendance and absence (i.e., zeros on all missed materials, exams, skills tests, and final exam).

## **IX. COURSE REQUIREMENTS AND GRADING POLICY TESTING MAKE-UP POLICY**

### **A. Course Evaluation:**

1. Students enrolled in the Chemical Technology program must work in a related job in the chemical industry at least 20 hours per week with satisfactory evaluations by the job supervisor.
2. Students must also participate in the on-line portion of the course with satisfactory evaluation by the distance learning coordinator.

Supervisor's Evaluation	30%
Goal's form	5%
Objectives form	5%
Bi-weekly Job Tasks form	20%
Class Assignments . . .	40%
Total	100%

### **B. Make-Up Policy**

Deadlines are not flexible. They are only negotiable due to emergencies/event out of your control, and with written excuse from employer, doctor, etc.

## **X. STUDENT CONDUCT STATEMENT**

Students are expected to be aware of and follow the Brazosport College Student Code of Conduct. Students have violated the Code if they "fail to comply with any lawful directions, verbal or written, of any official at BC." Lawful directions include precautions and requirements taken to prevent the spread of COVID-19 at Brazosport College. Students who do not follow safety requirements, including the wearing of a mask, may be removed from class by their instructor and referred to the Dean of Student Services.

## **XII. COVID-19 STATEMENT**

At Brazosport College, all of us, including faculty, staff, and students, share a common goal this spring semester, to keep our classes running in the safest manner possible and avoid any disruption

to your progress in achieving your educational and career goals. To that end, we ask and encourage you to conduct yourself in the following manner while on campus this semester:

- Every day, perform a self-health check prior to coming to campus and stay home if sick.

- To the greatest extent possible, maintain your distance between you and other students, faculty, and staff while on campus.
- Wear a properly fitted face covering over your mouth and nose while indoors on campus. If you do not have a mask, they will be available to you in all classrooms this spring.
- Practice good hygiene, washing your hands regularly and/or using hand sanitizer.
- The most effective way to protect yourself from Covid-19 is through vaccination. The vaccine is readily available and at no cost to you. Vaccine information and availability can be found at <https://brazosport.edu/coronavirus/vaccine/>.

If at any time this semester you begin to experience Covid symptoms, or if you are exposed to someone who has tested positive for Covid-19, please take the following steps:

- Stay home if you're feeling sick and minimize your contact with others.
- Alert the College by completing the Covid-19 Exposure Report Form online at <https://brazosport.edu/coronavirus/report/>. Be sure to provide accurate contact information, including a working phone number that you will answer.
- After submitting the report, you will be promptly contacted by a member of our Rapid Response Team, who will ask you some specific questions about your situation and provide you with guidance moving forward.
- If it is determined that you should not come to class, your instructor will be notified. **Please know that your instructor will consider course adjustments and potential make-up work only if your case has been reported to Brazosport College, and they've been notified by our response team.** Your instructor will work with you to determine how to manage any make-up work.

The Community Health Network (CHN) Clinic at Brazosport College is located in BC Central B-Wing. While walk-ins are available, your visit will be easier if you pre-register by creating an account at [www.mychn.org](http://www.mychn.org). In addition to providing health and behavioral services, CHN also provides COVID vaccinations and testing. All insurance is accepted, and healthcare is provided on a sliding scale including no cost for those who need it.

Throughout the semester, please regularly check the College's Covid-19 information page at <https://brazosport.edu/coronavirus/>, where the latest updates and guidelines will be posted. As members of the BC community, all of us share a responsibility to each other to be as safe as possible.

## **XII. CAMPUS CLOSURE STATEMENT**

Brazosport College is committed to the health and safety of all students, staff, and faculty and adheres to all federal and state guidelines. The College intends to stay open for the duration of the semester and provide access to classes and support services on campus in the safest way possible. The College will also comply with lawful orders given by applicable authorities, including the Governor of Texas, up to and including campus closure. It is possible that on campus activities may be moved online and/or postpone if such orders are given.

### **XIII. STUDENT RESPONSIBILITIES**

Students are expected to fully participate in this course. The following criteria are intended to assist you in being successful in this course:

1. Understand the syllabus requirements
2. Use appropriate time management skills
3. Communicate with the instructor
4. Complete course work on time, and
5. Utilize online components (such as Desire2Learn) as required.

### **XIV. OTHER STUDENT SERVICES INFORMATION**

Information about the Library is available at <http://brazosport.edu/students/for-students/places-services/library/about-the-library/> or by calling 979-230-3310.

For assistance with online courses, an open computer lab, online and make-up testing, audio/visual services, and study skills, visit Learning Services next to the Library, call 979-230-3253, <http://brazosport.edu/students/for-students/places-services/learning-services/>

For drop-in math tutoring, the writing center, supplemental instruction and other tutoring including e-tutoring, visit the Student Success Center, call 979-230-3527, or visit <http://brazosport.edu/students/for-students/student-success-center/math-center/>

To contact the Physical Sciences and Process Technologies Department call 979-230-3618.

The Student Services provides assistance in the following:

Counseling and Advising	979-230-3040
Financial Aid	979-230-3294
Student Life	979-230-3355

To reach the Information Technology Department for computer, email, or other technical assistance call the Helpdesk at 979-230-3266.



Get the information you need – when you need it. Click <http://geni.us/BRAZO> to install **BC Connect** on your mobile device to receive reminders, explore careers, map your educational plan, be in the know about events, find out about scholarships, achieve your goals and much more.