

BRAZOSPORT COLLEGE

LAKE JACKSON, TEXAS

SYLLABUS

**ITSC 2380/2381: COOPERATIVE EDUCATION I/II- COMPUTER
AND INFORMATION SCIENCES, GENERAL
AND**

**POFI 1380, 1381, 2380, 2381: COOPERATIVE EDUCATION I, II, III, IV – BUSINESS/OFFICE
AUTOMATION/TECHNOLOGY/DATA ENTRY**

COMPUTER TECHNOLOGY & OFFICE ADMINISTRATION DEPARTMENT

CATALOG DESCRIPTION

ITSC 2380/2381 & POFI 1380/1381/2380/2381 Cooperative Education (ALL AREAS)

CIP 1101010007

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 online coursework with work experience. Cooperative Education is a paid learning experience.

(3 SCH, 1 lecture, 20 lab)

Prerequisite: ITSC 2380, POFI 1380: 9 SCH coursework and consent of the Division Chair.

ITSC 2381, POFI 1381, 2380, 2381: previous level and consent of the Division Chair

Required skill level code: Not applicable.

PREPARED BY: _____ DATE: _____
INSTRUCTOR

RECOMMENDED BY: _____ DATE: _____
DIVISION CHAIRMAN

RECOMMENDED BY: _____ DATE: _____
DEAN

APPROVED: _____ DATE: _____

The Brazosport College District shall not discriminate against, or exclude from participation in any benefits or activities either on the staff or in the student body, any person on the grounds of sex, race, color, religion, national origin, age, or handicap.

This page left intentionally blank for printing purposes.

**BRAZOSPORT COLLEGE
SYLLABUS
ITSC 2380, 2381/POFI 1380, 1381, 2380, 2381 COOPERATIVE EDUCATION
ALL AREAS**

COURSE EVALUATION

STUDENT EVALUATION

The student is evaluated by the supervisor and the internship coordinator.

To determine the final recommended grade, the supervisor considers punctuality, attendance, teamwork, communication skills, etc., through an evaluation form. The internship coordinator then evaluates the student's work reports and weekly attendance to determine the final grade.

INSTRUCTOR EVALUATION

- A. Students will be given an opportunity to evaluate their instructor and the course content.
- B. The instructor will review and evaluate in terms of withdrawal rate.
- C. Final grades given will be reviewed in an effort to determine if a pattern of high or low grades exists.

DEPARTMENT EVALUATION OF COURSE

- A. Faculty and the Division Chair will review student grades and withdrawal trends.
- B. Faculty and the Division Chair will review the Course Competencies and Perspectives Assessment.

BRAZOSPORT COLLEGE
SYLLABUS
ITSC 2380, 2381/POFI 1380, 1381, 2380, 2381 COOPERATIVE EDUCATION
ALL AREAS

COURSE CONTENT

GENERAL GOALS/OBJECTIVES

The following list of course goals will be addressed in the course:

1. Demonstrate job safety awareness.
2. Demonstrate on-the-job punctuality and reliability.
3. Display interpersonal communication skills.
4. Apply computer skills.
5. Perform assigned workplace tasks.
6. List weekly work-experience opportunities and challenges.
7. Display knowledge of, and conformance with, workplace rules.
8. Meet work assignment deadlines.
9. Accept constructive criticism from supervisor.

SPECIFIC GOALS/OBJECTIVES

1. The student will demonstrate job safety awareness. Performance will be satisfactory if job safety awareness is demonstrated at all times on the job to the satisfaction of the supervisor.
2. The student will demonstrate on-the-job punctuality and reliability. Performance will be satisfactory if punctuality and reliability on the job are demonstrated to the satisfaction of the supervisor.
3. The student will display interpersonal skills. Performance will be satisfactory if interpersonal skills are displayed on the job to the satisfaction of the supervisor.
4. The student will apply computer skills. Performance will be satisfactory if computer skills are applied and the application is judged satisfactory by the supervisor.
5. The student will perform assigned workplace tasks. Performance will be satisfactory if workplace tasks are performed and the performance receives a rating of satisfactory from the supervisor.
6. The student will list weekly work-experience opportunities and challenges. Performance will be satisfactory if all weekly work-experience reports are prepared and they are consistent with the coordinator's requirements for completeness and level of detail.

7. The student will display knowledge of and conformance with workplace rules. Performance will be satisfactory if knowledge of workplace rules is consistently displayed and judged acceptable by the supervisor.
8. The student will meet work assignment deadlines. Performance will be satisfactory if work assignment deadlines are met to the satisfaction of the supervisor.
9. The student will accept constructive criticism from supervisor. Performance will be satisfactory if constructive criticism is accepted in a way judged satisfactory by the supervisor.

BRAZOSPORT COLLEGE
SYLLABUS
ITSC 2380, 2381/POFI 1380, 1381, 2380, 2381 COOPERATIVE EDUCATION
ALL AREAS

LEARNING OUTCOMES

1. Gain experience in a computer related position.
Student must work a minimum of 288 hours as shown on weekly logs.
2. Demonstrate the ability to follow instructions, utilize decision-making and written communication skills.
Grade assessed by instructor.
3. Demonstrate understanding of work-related soft skills as assigned by instructor.
Score of 80 or above on related assignments.
4. Produce a professional-looking resume.
Score of 80 or above on related assignments.

BRAZOSPORT COLLEGE
SYLLABUS
ITSC 2380, 2381/POFI 1380, 1381, 2380, 2381 COOPERATIVE EDUCATION
ALL AREAS

Instructor: Alicia DeLeon
Office Phone:(979) 230-3573
Alt. Phone: () -

Office: D-206
E-mail: alicia.deleon@brazosport.edu

COURSE DESCRIPTION

An intermediate or advanced online course requiring research and tasks that help students gain practical experience in the chosen discipline, enhance their skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the online research and tasks are provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education is a paid learning experience.CIP 1101010007 (3 SCH, 1 lecture, 20 lab)

PREREQUISITES

See Division Chair.

TEXTBOOK OR COURSE MATERIAL INFORMATION

Will be provided.

LAB REQUIREMENTS

None Applicable.

ATTENDANCE AND WITHDRAWAL POLICIES

A minimum of one hour of weekly participation in the online course is required. The student will be requested to provide a written evaluation of the course at the termination of the semester.

Students who fail to submit their weekly assignments for more than two weeks will be withdrawn from the course.

It is the student's responsibility to withdraw from a course if circumstances occur that could prevent the student from successfully completing that course. Students should notify instructor of decision to withdraw and must not expect nor assume the instructor will complete the paperwork for the student. The instructor will complete required paperwork only if the instructor decides to drop a student for cause. Failure to notify instructor of withdrawal could result in the student failing the course.

Please note that changes in the Texas Education Code state that students enrolling for the first time in a Texas public institution of higher education in the fall of 2007 or after, will not be permitted to withdraw from more than a total of six courses (no minimum number of credit hours on each course) in which the student is officially enrolled during the student's period of undergraduate study at all such institutions (this includes any course a transfer student has dropped at another institution of higher education). See <http://www.brazosport.cc.tx.us/CurStu.html> for more information.

COURSE REQUIREMENTS AND GRADING POLICIES

The student is evaluated by the supervisor and the internship coordinator. The supervisor rates each task assigned for the semester using the following numeric scale:

Numeric Rating	Grade Equivalent	Description
5	A	Outstanding performance
4	B	Above average performance
3	C	Average performance
2	D	Below average performance

In determining the final recommended grade, the supervisor also considers punctuality, attendance, teamwork, communication skills, etc. The internship coordinator then evaluates the student's research and submitted work to determine the final grade, which may be one letter above or below that recommended by the supervisor.

TESTING

Not Applicable

MAKE-UP POLICY

Assignments are due as listed in schedule.

STUDENT RESPONSIBILITIES

A minimum of one hour per week will be required to complete assignments. Students are required to work 20 hours each work at their assigned position.

PROJECTS, ASSIGNMENTS, PORTFOLIOS, SERVICE LEARNING, INTERNSHIPS, ETC.

As assigned.

SCANS COMPETENCIES

The Secretary's Commission on Achieving Necessary Skills (SCANS) identified competencies in the area of Resources, Interpersonal, Information, Systems, and Technology; and foundation skills in the areas of Basic Skills, Thinking Skills, and Personal Qualities. This course is part of a program in which each of these competencies and skills are integrated. For application of specific SCANS competencies and skills in this course, see **Addendum A**.

STUDENTS WITH DISABILITIES

Brazosport College is committed to providing equal education opportunities to every student. Brazosport College offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software. Please contact the Special Populations Counselor at (979) 230-3236 for further information.

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. Please refer to the Brazosport College Student Guide for more information. This is available online at <http://www.brazosport.edu> (click on the link found on the right side of the homepage).

OTHER STUDENT SERVICES INFORMATION

Information about the Brazosport College Library is available at www.brazosport.edu/sites/CurrentStudents/Library/default.aspx or by calling (979) 230-3310.

Information about study skills and tutoring for math, reading, writing, biology, chemistry, and other subjects is available in the Learning Assistance Center (LAC) (See www.brazosport.edu/sites/CurrentStudents/LAC/default.aspx or call (979) 230-3253).

To contact the Computer Technology & Office Administration Department, call (979) 230-3229 or (979) 230-3394.

Student Services provides assistance in the following:

Counseling and Advising	(979) 230-3040
Financial Aid	(979) 230-3294
Student Activities	(979) 230-3355

To reach the Information Technology Department for computer, E-mail, or other technical assistance, call the Helpdesk at (979) 230-3266

**ADDENDUM A
SCANS COMPETENCIES**

CT&OA COOPERATIVE EDUCATION – ALL AREAS

	Competency Reference	Application
1.	Resource	As part of their job responsibilities, students must plan their activities to reach desired outcomes.
	Time Management,	
	Facilities/Materials,	
	Human Resources	
2.	Interpersonal	Students gain practice in these areas on the job.
	Leadership,	
	Participates as Team Member,	
	Works with Diversity	
3.	Information	Most job positions involve practicing these skills to some degree.
	Acquiring,	
	Organizing,	
	Interpreting	
4.	Systems, Understanding	As part of their job responsibilities, students learn to work within an organizational and social system.
	Organizational Systems,	
	Technological Systems,	
	Social Systems	
5.	Technology	Some students work in positions that concentrate on maintaining and troubleshooting computer software, networks, etc.
	Selecting,	
	Applying,	
	Maintaining	
6.	Basic Skills	These skills are practiced on the job.
	Reading, Writing,	
	Mathematics,	
	Speaking, Listening	
7.	Thinking Skills	These skills are practiced on the job.
	Decision Making,	
	Problem Solving,	
	Learning Techniques	
8.	Personal Qualities	These traits are exhibited on the job.
	Responsibility,	
	Sociability,	
	Integrity/Honesty	

Brazosport College
Computer Technology & Office Administration Cooperative Education
ITSC 2380, ITSC 2381, POFI 1380, POFI 1381, POFI 2380
Weekly Schedule

- Students must work under supervision for wages an average of **20 hours per week**.
- Students must participate in an online Internship class for the equivalent of **one hour per week**.
- Weekly Training logs comprised of hours worked, jobs accomplished, and opportunities and challenges are **due each week**.
- All documentation is **due by week three**.
 - Cooperative Education Contract
 - Student class and work schedule
 - Application form
 - Student biographical information sheets
- The internship class will involve conducting research, and participating in online discussions with other students about various subjects. First semester students will be required to meet in person once with a counselor in order to get professional assistance on their resume. Most subjects will require one week to accomplish while others may require more. Subjects will vary from one semester to another and may include:
 - Office Etiquette
 - Emotional Intelligence
 - Social Engineering
 - Workplace Ethics
 - Layoff Proofing
 - Teamwork
 - Resume Creation
 - Personal Budgets
 - Sexual and Other Forms of Workplace Harassment
 - How to Sell Yourself to Your Employer and Others
 - Customer Service
 - How to Present a Professional Image