



## **BMGT 2382- Business Cooperative Education**

### **Course Syllabus: Fall 2018**

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“Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.”

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<b>Office Hours</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Online</b>
	9:15 am-1:00 pm	9:30 am; 11:00 am and 12:30-2:00 pm	9:15 am-1:00 pm	9:30 am; 11:00 am and 12:30-2:00 pm	By Appointment	TBA

**Catalog Course Description (include prerequisites):** 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.

**Required Textbook(s):**

N/A

**Recommended Reading(s):** List available in Blackboard LMS

**Student Learning Outcomes:**

- Students will demonstrate an understanding of career related activities in specialized business fields.
- Students will be able to distinguish and communicate a natural progression of related career skill improvement throughout the course.
- Students will explain the effects of leadership/management style on organizational environment.
- Students will apply principles of leadership relative to individuals, groups, and organizations.

**Evaluation/Grading Policy:**

Monthly Reports 75 Points

Article OR Book Report 25 points

= 100 points

(Students choose either a Book Report OR and Article ....see Instructor for complete details)

**Tests/Exams:**

This is an employment/case based course and contains no exams.

**Assignments:**

There are no textbook assignments in this course. Your grade will consist of the points earned from your monthly reports from your place of employment and the points you earn from the book report or article summary.

**Other Course Requirements:**

N/A

**Student Responsibilities/Expectations:**

- Students that miss deadlines, regardless of the nature of the absence, are responsible for any changes made while the student was not in attendance in class online or in contact with the instructor. Be a responsible student and keep up with important deadlines.
- To receive full credit for the course, all project and employment related criteria must be met.
- To receive full credit on monthly reports and the book report/article, they must be submitted when due (See Due Dates in BB). Late submissions will NOT be accepted unless there is a special circumstance approved in advance by the instructor. The late submission of any assignment will subject that assignment to a 10% penalty each day past the due date.
- Falsification of monthly reports will not be tolerated and will be subject to the academic honesty guidelines established by NTCC (shown below.)

**NTCC Academic Honesty Statement:**

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

**Academic Ethics**

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

**ADA Statement:**

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the NTCC Catalog or Student Handbook.

**Family Educational Rights And Privacy Act (FERPA):**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's

educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered “eligible students.” In essence, a parent has no legal right to obtain information concerning the child’s college records without the written consent of the student. In compliance with FERPA, information classified as “directory information” may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student’s name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.