Bmgt 2382- Buiness Cooperative Education

Course Syllabus: Fall 2017

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

Joy Cooper

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	11-1:00 pm	8:-9:30 am; 11-1:00 pm	11:50-1:00 pm	8:-9:30 am; 11-1:00 pm	By Appointment	TBA

The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

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

Publisher:
ISBN Number:

Recommended Reading(s): List available in Blackboard LMS

Student Learning 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.

Exemplary Educational Objectives:
N/A

SCANS Skills:
Type Scans skills here; workforce only
Academic transfer - type N/A

Lectures & Discussions:

This course will be presented online in Blackboard Learning Mangagment System and includes claborative teaching/learning style utilizing career course activities, reports, exercises, and a course project.

Evaluation/Grading Policy:

Monthly Reports	40 points
Book Report	20 points
or	
Article	5 points

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

Tests/Exams:
This is a project based course and contains no exams.

Assignments:
Chapter assignments and discussions will be assigned in class or in Blackboard and unless other arrangements with the instructor, assignments are due the next class session (or by the date provided in the Blackboard calendar) and will not be accepted after the next class session, or due date, has past. Prior approval must be granted in order to receive credit for late assignments and points deductions will be taken if accepted (10 points per day). Instructor reserves the right to refuse late assignments.

Other Course Requirements:
N/A

Student Responsibilities/Expectations:
- This is a college course and particiaption in chapter assignments and discussion board activities is essential to learning the required material. A portion of the student's grade is based on participation.
- Students that miss deadlines, regardless of the nature of the absence, are responsible for any assignments, projects or exam changes made while the student was not in attendance either in class or online. Be a responsible student and keep you with your assignments, projects and other important deadlines.
- If you miss an exam, it is your responsibility to see the instructor for make-up exam arrangements.
- Instructor reserves the right to refuse make-up exams and to refuse late assignments and/or projects.
- To receive full credit for the course, all project and exam criteria must be met.
- To receive full credit on assignments, they must be submitted when due. Late work, including exams will NOT be accepted unless there is a special circumstance approved in advance by instructor.
- Cheating/collusion will not be tolerated and is subject to expulsion

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.

Other Course Policies: