

# BMGT 2382 CO-OP Fall 2015 Syllabus

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<i>Office Hours</i>	
<b>Campus Office Hours:</b>  *If any changes in office hours occur, students will be notified via Black Board.	M: 11:00 AM - 12:00 PM & 6:00 - 7:00 PM  T: 11:30 AM - 12:30 PM & 2:30 - 4:00 PM  W: 11:00 AM - 12:00 PM  Th: 9:00 AM - 12:30 PM  F: 8:00 - 9:00 AM  *Other times available by appointment
<b>Online Office Hours:</b>	Monday-Thursday: 24 Hours Return Time  Friday-Sunday: 48 Hours Return

## About Your Instructor

Kelby Giesler-Davis, M.A.

Assistant Professor of Business Leadership at Odessa College

Bachelor's Degree in Psychology from The University of Texas of the Permian Basin

Master's of Public Administration and Leadership from The University of Texas of the Permian Basin

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## **Preferred Method of Communication**

The easiest form of communication is to email me at kdavis@odessa.edu. Please notice the email return times mentioned above. You are also welcome to call my office phone and if I am not there please leave a message stating your first and last name, brief description of your questions or concern, and a phone number to return your call at.

## **Expectations for Engagement for Instructor** (*Face-to-Face Class w/ Black Board Support*)

As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will

- provided my contact information at the beginning of the syllabus;
- respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
- notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.

As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will

- provide clear information about grading policies and assignment requirements in the course syllabus, and
- communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will

- return classroom activities and homework within one week of the due date and
- provide grades for major assignments and tests within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.
- post grades for discussion postings within one week of the discussion thread closing.

Textbook(s):

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None

## Course Description

### BMGT 2382 Cooperative Education

Business Administration and Management, General

(52.0201) (120) 3 hours 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. (ICOs 1, 2, 5, 6)

Prerequisite: Consent of department chair.

Course Student Learning Outcomes 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.

Course Prerequisites:

Consent of the Department Chair

## General Information

Under the supervision of college faculty and a workplace supervisor, this program is designed to interrelate academic and technical course lectures and labs with on the job business problems, modern business practices, human relations, and job finding techniques.

What is Cooperative Education?

The concept of cooperative education was born in 1906, but didn't catch on until the late 1960's.

In the 1960's the focus of education was on providing relevant experiences for students. That philosophy embraced the basic principles of cooperative education. Each year, more than 250,000 students participate in

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cooperative education in the United States. Cooperative Education is a joint effort of the student, the educational institution and the participating employer. Students enrolled in Cooperative Education apply practical work experience to classroom knowledge and theory and gain a fuller understanding of their chosen career fields. Sponsoring businesses have the opportunity to supervise and evaluate enthusiastic College students while meeting company employment needs.

## Faculty Coordinator Responsibilities

Cooperative Education faculty coordinators are interested in assisting students in gaining practical work experience within their chosen discipline. The responsibilities of the faculty coordinator are to:

- Assist student in the development of five competency based goals and objectives by the fourth week of the semester.
- Conduct two site visits to the student's place of employment
  - 1<sup>st</sup> visit - get Training Station Agreement and Employer Evaluation signed and submitted to CE office by the third week of the semester.
  - 2<sup>nd</sup> visit – get Supervisor's Evaluation completed by end of the semester.
- Be available to students on an as needed basis.
- Submit a final evaluation of the student and a grade recommendation for each assigned student based on timely completion of paperwork, evaluation of the training station supervisor, Co-op class attendance, and successful completion of Co-op class assignments.

## Student Responsibilities

Cooperative Education students are aware of the advantages of having practical work experience in their chosen field of endeavor. CE students are committed to getting the most from their educational experience through the experiential learning process.

Students may be full-time or part-time and must do the following to receive credit and a final grade for their cooperative education experience:

- Successfully fulfill job requirements.
- Accrue a minimum of 320 hours worked at Cooperative Education training station between the first day of the semester and the week of final exams.
- Exceptions must be approved by the faculty coordinator.

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- Turn in a timesheet to the faculty coordinator by the week of final exams
- Attend 16 hours of life/work skills seminars
- Develop and submit five goals and objectives to the CE office by the fourth week of class
- Participate in two site visits conducted by faculty coordinator
- Submit a final reaction paper by the fifteenth week of class

## Employer Responsibilities:

- Cooperative Education employers/supervisors are interested in meeting company employment and productivity goals by hiring and supporting Cooperative Education students.
- They are interested in strengthening the company's relationship with the community and hope to be part of a student's professional growth.
- Assist student in development of five goals and objectives during the term of employment.
- Participate in initial and final site visit with student and faculty coordinator.
- Support the student during the duration of his/her employment and insure that he/she gains experience and learns as much as possible within practical limits.
- Sign timesheet.
- Submit a final evaluation at the end of the co-op semester.
- Communicate any program or student difficulties to the faculty coordinator.

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## Grading

### Expectations:

This is a college level course and you will, therefore, be expected to uphold established college standards as below under Odessa College Policies.

Your final grade will be based upon a combination of the following factors:

1. Attendance
2. On-time completion of assignments
3. Purposeful participation in the classroom discussion
4. End-of-course supervisor evaluation
5. End-of-course faculty coordinator evaluation

### Note:

If you must be absent, please contact your instructor before the absence if possible or as soon after the missed class as possible to make arrangements for the make-up work or missed assignments.

You must make an appointment to make-up the missed class within one week of the absence. This is your responsibility. Show respect to everyone in the class by communicating appropriately -do not sleep or put your head or feet on the tables or chairs. Cell phones should be placed on either vibrate or silent mode and are to be accessed in emergency cases only.

1. Attendance/Participation 30%
2. On-time completion of assignments 30%
3. Supervisor Evaluation 20%
4. Faculty Coordinator Evaluation 20%

### Grading Scale:

"A" = 90 - 100

"B" = 80 - 89

"C" = 70 - 79

"D" = 60 - 69

"F" = 0 - 59

## Student Course Participation

As a student, I understand that I am responsible for keeping up with the course. To help with this,

I will:

- Identify alternative computer and internet access in case my primary computer crashes or my internet service is unavailable;

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- Recognize that the college provides free Wi-Fi and computer labs during regular campus hours to help me with accessing my course; and,
- Understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.

As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to

- Getting “kicked off” of the system during tests or quizzes;
- Having trouble submitting assignments; and
- Dealing with a traumatic personal event.

As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will

- Seek out help from my instructor and/or from tutors;
- Ask questions if I don't understand; and
- Access my course several times during the week to keep up with assignments and announcements.

As a student, I understand that I will have the opportunity to provide feedback on my experience in this course through an end-of-course Student Evaluation of Instruction (SEI).

## Course Policies

### Disclaimer:

This syllabus is tentative and subject to change in any part at the discretion of the instructor. Any changes will be in accordance with Odessa College policies. Students will be notified of changes, if any, in a timely manner.

### Original Effort

The work submitted for this course must be original work prepared by the student enrolled in this course.

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## Digital Protocol

Cell phones must be placed on either vibrate or silent mode and are to be accessed in emergency cases only. The use of laptops or any other digital device is permitted in order to facilitate learning.

For online submissions, the electronic recording of the time on Blackboard will be considered the time of assignment submission. Take necessary steps to ensure that your assignments are submitted on "Blackboard" time. Back-up and/or additional copies of all assignments submitted is encouraged. Computers/printers are available to OC students in the LRC (301-303); therefore, not having access to a computer due to technical issues (crash; corrupted files) will not be considered as an acceptable reason for not completing assignments. If there is a loss of server connection with Odessa College due to maintenance, then an email will be sent to students with pertinent information and status reports. Assignments submitted electronically need to follow the file-type requirements provided by the instructor.

## Attendance Policy

Students are expected to attend class regularly. Missed classes must be made-up.

## Grade Inquiry

It is the responsibility of the student to keep track of assignment submissions and grades. At any point, you are welcome to meet with the instructor to discuss your academic progress. Contact the instructor to schedule an appointment.

## General Course Requirements

1. Attend class and participate.
2. Contribute and cooperate with civility.
3. Submit assignments on time. Points will be deducted for late work.

## Incomplete Policy

An 'Incomplete' grade may be given only if:

1. The student has passed all completed work
2. If he/she has completed a minimum of 75% of the required coursework. A grade of an "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student.



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3. An Incomplete form is submitted

General Education

Core Objectives (COs)

Description of Core Objectives (CO's)

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Therefore, with the assistance of the Undergraduate Education Advisory Committee, the Coordinating Board has approved guidelines for a core curriculum for all undergraduate students in Texas. Through the application and assessment of objectives within the institution's core curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world; develop principles of personal and social responsibility for living in a diverse world; and advance intellectual and practical skills that are essential for all learning. Appropriate Odessa College faculty periodically evaluates all of the courses listed in the descriptions on the following pages of this catalog and keys them to Odessa College's Institutional Core Objectives (COs), as defined by the Texas Higher Education Coordinating Board (THECB). (Source: Odessa College Catalog of Courses 2012-2013, page73)

Odessa College's Core Objectives (COs):

1. Critical Thinking Skills-to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. Communication Skills-to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. Empirical and Quantitative Skills-to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. Teamwork-to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making
6. Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

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Student Learning Outcomes (SLOs)  
Student Learning Outcomes ICO

Student will 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

Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Student will demonstrate appropriate written and verbal communication skills using the terminology of the occupation and the business/industry

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Student will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills

Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making

Student will 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

Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Odessa College Policies

Tuition Discounts

The “First Course is Free” discount waives standard tuition and fees for the first 3 credit hours taken at Odessa College. The discount applies to high

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school graduates taking their first class at Odessa College as well as transfer students taking their first class at Odessa College.

The “Academic Progress Discount” provides a 10% tuition discount upon completion of 30 credit hours until reaching 45 credit hours. It provides a 20% discount upon completion of 45 credit hours until reaching 60 credit hours. Student must maintain a 2.0 GPA to remain eligible for the discount.

## Academic Policies

Note that the OC Student Handbook states (page 32) that “[i]n cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure. Copies of the college due process procedure are available in the office of The Director of Student Life (CC104).”

For more information on your rights and responsibilities as a student at Odessa College, please refer to the following: The 411 of OC: Student Handbook 2012 - 2013; Student Rights & Responsibilities  
<http://www.odessa.edu/dept/studenthandbook/handbook.pdf>

## Scholastic Dishonesty

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

"Cheating on a test" shall include:

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test.