COOPERATIVE EDUCATION (CO-OP)
BMGT 1383 (3-Credit Hours)
COURSE SYLLABUS AND OUTLINE

I. Instructor
Lea L. Davis
Office Location
701 Elm St., R-527
E-mail Address (Best mode of communication)
leadavis@dcccd.edu
(214) 860-2204

Division of Business, Design & Public Service
(214) 860-2202
Sherry Jones, Executive Dean
R-Building-4th Floor
Regina Gowans, Administrative Assistant
701 Elm Street

II. CLASS DAYS / HOURS
Wednesday – 11:00AM – 12:20PM, A432

III. OFFICE HOURS: Posted on office door, R-527 and in this Syllabus – Monday thru Thursday, 1:00PM to 2:00PM or by Scheduled Appointment. Office hours are subject to change due to committee, industry and/or Coordinator responsibilities. It is recommended that students contact Professor Davis for an appointment via REMIND or email.

IV. COURSE PREREQUISITES:
None

V. COURSE DESCRIPTION:
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. The student should have previous credit in or concurrent enrollment in HRPO 2301 or demonstrated competence approved by the instructor. (1 Lec. 14 Ext.)

VI. *WECM END-OF-COURSE OUTCOMES:
- 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
- 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

*Workforce Education Course Manual (WECM): A web-based inventory of current workforce educational courses and skills and knowledge taught in the BMGT 1383 course. The Texas Higher Coordinating Board (THECB) requires WECM end-of course outcomes.

VII. STUDENT LEARNING OUTCOMES:
As a result of participating in this course, students will be able to:
- Think creatively, make decisions, solve problems, visualize, know how to learn and reason
- Analyze and discuss responsibility, self-esteem, sociability, self-management, integrity and honesty
- Identify, organize, plan, and allocate resources
- Understand complex inter-relationships and how to work with others

VIII. COURSE MATERIALS:
X. STUDENT LEARNING OUTCOMES (SLO’s)

Legend:  A = Assignments  CS = Case Studies  DB = Discussion Boards  EX = Examinations / Tests / Quizzes  GP = Group Presentations  P = Projects  R = Research Paper  RP = Role Playing

<table>
<thead>
<tr>
<th>CHAPTERS</th>
<th>LEARNING OBJECTIVES</th>
<th>*SCANS COMPETENCIES</th>
<th>EVALUATED MEASURES</th>
</tr>
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<tbody>
<tr>
<td>1.1</td>
<td>Provide the student with an opportunity to develop as a manager</td>
<td>C1, 3-16, 19 F1-2, 5-17</td>
<td>A, CS, DB, P, R</td>
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<td>1.2</td>
<td>Assist the student in establishing specific training outcomes for the semester</td>
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<td>1.3</td>
<td>Develop in the student the ability to establish practical performance goals</td>
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<td>1.4</td>
<td>Develop a more productive employee by establishing and meeting specific performance objectives</td>
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<td>1.5</td>
<td>Provide the student with the environment to utilize the techniques and philosophies learned in this course</td>
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<td>1.6</td>
<td>Assist the student in the development of a career development training plan</td>
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Two supervisor visitations will be made - one at the beginning of the semester and another at the end of the semester. Visitations determine the students employment, and address questions/concerns of the student and/or supervisor. During the first visitation, learning objectives will be formulated based on job/supervisor, school/classroom, and/or instructor coordination requirements. The second visitation will be for the purpose of evaluating whether or not the objectives were accomplished.

The learning objectives established during the first supervisor visitation, at the beginning of the semester, will be evaluated by the student, the student’s supervisor and, by the instructor/coordinator. The instructor/coordinator, in conjunction with the supervisor, will be responsible for the official evaluation of the extent to which the objectives were accomplished.

Your conscientious effort is expected, each week of the semester, in completion of the components for this seminar course. The College often presents programs and activities very much related to your course objectives. Your attendance at some of these events or at other outside events, relevant to this course, may substitute for possible absences that may occur during the semester.

Please note that our intentions are not to disrupt the flow of the working environment or violate security protocols; therefore, students that work for companies that do not allow visitations from non-employee’s can utilize other methods for working and coordinating with the instructor: eMail, Web conferences, and telephone communications.
El Centro College Scans Statement

What Are Scans Skills?
These are the skills that employers need the most from their workers. SCANS skills are the predictors in the workplace.

Who Defined these Skills?
In 1989, the U.S. Departments of Labor and Education jointly surveyed U.S. employers to find out the most important skills and competencies needed by workers. The results of the survey identified SCANS (Secretary's Commission on Achieving Necessary Skills).

ECC Students and SCANS
El Centro College is committed to the preparation of our students for success in the workplace. All El Centro College courses provide learning outcomes which result in the mastery of SCANS skills. Although each course will not include every SCANS skill, each course syllabus will identify the specific SCANS skills and competencies taught in that course. Throughout a formal program of study (Certificate, Degree or Transfer Program) a student will have the opportunity to master all SCANS skills and competencies.

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<tr>
<th>SCANS Workplace Competencies</th>
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<tr>
<td><strong>Managing Resources</strong></td>
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<tr>
<td>C1-Manage Time</td>
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<td>C2-Manage Money</td>
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<td>C3-Manage Materials and Facilities</td>
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<td>C4-Manages Human Resources</td>
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<th>SCANS Foundation Skills</th>
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<td><strong>Basic Skills</strong></td>
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<td>F1-Reading</td>
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<td>F2-Writing</td>
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<td>F3-Arithmetic</td>
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<td>F4-Mathematics</td>
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<td>F5-Listening</td>
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<td>F6-Speaking</td>
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POLICIES
I. ATTENDANCE:

All students are expected to attend class, as per schedule, in order to receive college credit for this course. Attendance is very important due to the course content, presentation of materials, student interaction and course assignments. If you cannot attend class you must notify your instructor before class time—otherwise you will have an unexcused absence.

Similar criteria pertain to Online/Distance Learning students. Students are expected to read all required materials and review all materials provided by the instructor. Students are expected to follow the guidelines as set forth in the course syllabus. Attendance is very important due to the course content, presentation of materials, student interaction via discussion boards and/or collaboration sessions and, course assignments.

If you cannot attend class, via the Internet, you must notify your instructor, immediately. The Internet, eCampus, Blackboard are the major components of an Online/Distance Learning course. The instructor monitors Course Statistics to evaluate a student’s attendance in the course and, of course, monitors/grades and reviews the completion of course assignments, quizzes, reports, Blogs, and examinations. Note: It is imperative that you, INET or Hybrid students, review the eCampus/Black Board system DAILY for any new announcements and/or updates.

II. TSI INFORMATION:
The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the State of Texas. The program assesses a student’s basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college-level classes such as English 1301/1302, History 1301/1302, Math 1414, etc. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change. http://www.rlc.dcccd.edu/regi/resource/tsi.htm

III. STOP BEFORE YOU DROP PROCEDURE:
For students who enrolled in college level courses for the first time in the Fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than six (6) courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated six (6) non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops

IV. WITHDRAWAL POLICY:
If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by the official drop date for this course (see Course Drop Date mentioned earlier in this syllabus). Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions Office at 214-860-2484 (A169), or contact the division office. I hope you will discuss your plans with me if you do feel the need to withdraw.

V. REPEATING A COURSE:
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at http://www.dcccd.edu/thirdcourseattempt/
VI. **NOTIFICATION OF ABSENCE DUE TO RELIGIOUS HOLY DAY(S):**
Students desiring to observe a religious holy day, which will result in a class absence, must notify their instructor in writing, for each class, no later than the 13th calendar day after the first class day of the semester in which the absence will occur. The student is required to complete any assignments or take any examinations, within a reasonable time, which may have been missed as a result of the absence.

VII. **FINANCIAL AID:**
If you are receiving any form of financial aid, you should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

VIII. **ACADEMIC ETHICS:**
Any violation of the Student Code of Conduct (as printed in the El Centro College Catalog and available at [http://www1.dcccd.edu/catalog/about/standard.cfm](http://www1.dcccd.edu/catalog/about/standard.cfm)) will be penalized accordingly. All matters of academic dishonesty (plagiarism, collusion, fabrication, cheating, etc.) will result in a failing grade for the assignment in question. All violations will be forwarded to the proper college authorities for review. The college may, at its discretion, impose additional penalties on the student including academic probation, suspension, or expulsion. **ANY** form of disruptive behavior will not be tolerated.

IX. **DISABILITY SERVICES / ADA STATEMENT:**
Students who feel that they may need assistance or accommodations due to a disability should contact the El Centro Disability Services Office in Room A095, phone (214) 860-2411, or go to the DSO webpage at: [http://www.elcentrocollege.edu/Students/disability-services](http://www.elcentrocollege.edu/Students/disability-services)

X. **RELIGIOUS HOLIDAYS:**
A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the fifteenth day after the first day of the semester, the student notified the instructor of each class scheduled on the date that the student would be absent for a religious holy day. A “religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. The notice shall be in writing and shall be delivered by the student personally to the instructor, with receipt acknowledged and dated by the instructor or by certified mail, return receipt requested, addressed to the instructor. A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

XI. **CAMPUS EMERGENCY OPERATION PLAN:**
a. El Centro College and the Dallas County Community College District have developed policies and procedures for dealing with emergencies that may occur on campus.

b. To familiarize yourself with these procedures, please take time to watch the overview video: [http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv](http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv)

XII. **DISCLAIMER RESERVING RIGHT TO CHANGE SYLLABUS:**
The instructor reserves the right to amend this syllabus as necessary.

XIII. **FOOD, DRINK, CELL PHONES, ETIQUETTE, ETC.**
Regarding food and drink in the classroom. Instructional staff is responsible for setting policy regarding use of food and drink in each class they teach. In accordance with OM EJ-801.

Food and drink are not allowed in the classroom. Cell phones must be turned-off or silenced (cannot be heard, including vibrations). Proper attire must be worn at all times and, students must be respectful, at all times.

XIV. **CHILDREN ON CAMPUS:**
El Centro College strives to protect an environment most conducive to teaching and learning for all enrolled students. Minor children may not be brought to classrooms, labs, testing areas or study areas of
the college. This practice is disruptive to the learning process. Children who are taking part in organized scheduled activities, or who are enrolled in specific classes, are welcomed. For reasons of security and child welfare, the college will not permit unattended children to be left anywhere on the premises. Students/parents who have problems with childcare should visit the advisement/counseling center or the Adult Resource Center to receive referrals to childcare services in the area.

XV. **COMPUTER USE POLICY:**
This class will require you to utilize campus computers. Please see the computer use policy for the district under the student code of conduct at [http://www1.dcccd.edu/cat0406/ss/computer.cfm](http://www1.dcccd.edu/cat0406/ss/computer.cfm)

XVI. **COURSE-RELATED INSTITUTIONAL POLICIES** *(located on the ECC server)*

XVII. **INSTITUTIONAL POLICIES** *(located on the ECC server)*

**DCCCD OIE Faculty Syllabi Statement- FALL 2016**
The **Office of Institutional Equity**, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

**Students with Disabilities:**
If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dccd.edu/DSO Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

**College Disability Services Offices**
Brookhaven 972-860-4673
Cedar Valley 972-860-8119
Eastfield 972-860-8348
El Centro 214-860-2411
Mountain View 214-860-8677
North Lake 972-273-3165
Richland 972-238-6180

**A Note on Harassment, Discrimination and Sexual Misconduct**

We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit [www.dccd.edu/titleIX](http://www.dccd.edu/titleIX).
### College Title IX Coordinators

<table>
<thead>
<tr>
<th>Institution</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brookhaven</td>
<td>Terri Edrich</td>
<td><a href="mailto:TitleIX-BHC@dcccd.edu">TitleIX-BHC@dcccd.edu</a></td>
<td>972-860-4825</td>
</tr>
<tr>
<td>Cedar Valley</td>
<td>Grenna Rollings</td>
<td><a href="mailto:TitleIX-CVC@dcccd.edu">TitleIX-CVC@dcccd.edu</a></td>
<td>972-860-8181</td>
</tr>
<tr>
<td>Eastfield</td>
<td>Rachel Wolf</td>
<td><a href="mailto:TitleIX-EFC@dcccd.edu">TitleIX-EFC@dcccd.edu</a></td>
<td>972-860-7358</td>
</tr>
<tr>
<td>El Centro</td>
<td>Shanee’ Moore</td>
<td><a href="mailto:TitleIX-ECC@dcccd.edu">TitleIX-ECC@dcccd.edu</a></td>
<td>214-860-2138</td>
</tr>
<tr>
<td>Mountain View</td>
<td>Regina Garner</td>
<td><a href="mailto:TitleIX-MVC@dcccd.edu">TitleIX-MVC@dcccd.edu</a></td>
<td>214-860-8561</td>
</tr>
<tr>
<td>North Lake</td>
<td>Rosemary Meredith(acting)</td>
<td><a href="mailto:TitleIX-NLC@dcccd.edu">TitleIX-NLC@dcccd.edu</a></td>
<td>972-860-3992</td>
</tr>
<tr>
<td>Richland</td>
<td>Bill Dial</td>
<td><a href="mailto:TitleIX-RLC@dcccd.edu">TitleIX-RLC@dcccd.edu</a></td>
<td>972-238-6386</td>
</tr>
<tr>
<td>Dallas Colleges Online</td>
<td>Le’Kendra Higgs</td>
<td><a href="mailto:TitleIX-LEC@dcccd.edu">TitleIX-LEC@dcccd.edu</a></td>
<td>972-669-6672</td>
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### District Title IX Coordinator

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<thead>
<tr>
<th>Office of Institutional Equity</th>
<th>LaShawn Grant</th>
<th>Email</th>
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<tr>
<td></td>
<td></td>
<td><a href="mailto:TitleIX-District@dcccd.edu">TitleIX-District@dcccd.edu</a></td>
<td>214-378-1633</td>
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