



North Central State College
MASTER SYLLABUS
2019-2020

- A. Academic Division: Business, Industry and Technology
- B. Discipline: Business
- C. Course Number and Title: BUSM2280 Cooperative Work Experience
- D. Course Coordinator: Lynn Jones
Assistant Dean: Toni Johnson, PhD

Instructor Information:

- Name: [Click here to enter text.](#)
- Office Location: [Click here to enter text.](#)
- Office Hours: [Click here to enter text.](#)
- Phone Number: [Click here to enter text.](#)
- E-Mail Address [Click here to enter text.](#)

- E. Credit Hours: 1
Cooperative work experience: 10 hours

- F. Prerequisites:

Must be concurrent with BUSM2285

Student must have completed 20 semester credit hours of BUSM classes with a C- or better.

Students should have a 2.0 GPA.

All forms required for the Cooperative Work Experience must be submitted upon registering for this class.

Students are required to attend an orientation class the first week of the semester.

Students must get permission of the instructor in order to enroll in this class.

- G. Syllabus Effective Date: Fall, 2019

- H. Textbook(s) Title: None

- I. Workbook(s) and/or Lab Manual:

- J. Course Description: The cooperative work experience is an opportunity for students to obtain practical work experience in the Business field while earning college credit. This on or off campus employment experience can be paid or unpaid. The work experience is coordinated by a faculty member who visits the job site for a conference with the student and the supervisor at least once per semester. Students must complete 150 hours of work experience. This class is Pass/No Pass (P/NP).

- K. College-Wide Learning Outcomes:

College-Wide Learning Outcome	Assessments - - How it is met & When it is met
Communication – Written	.
Communication – Speech	
Intercultural Knowledge and Competence	

College-Wide Learning Outcome	Assessments - - How it is met & When it is met
Critical Thinking	
Information Literacy	
Quantitative Literacy	

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

Outcomes	Assessments – How it is met & When it is met
1. Complete 150 hrs. at an internship company.	Complete timesheet and supervisor visit.
2. Demonstrate at least 8 skills that they learned in the BUSM program at North Central State College or create 5 items that can be used for an employment portfolio.	Provide samples or work experience, final week or their experience.
3. Describe accurately their working experience in the Business industry.	Prepare for a supervisor visit.

M. Topical Timeline (Subject to Change):

Cooperative Work Experience will vary depending on Cooperative Work Experience site and curriculum followed.

N. Course Assignments:

1. Forms pre & post Co-op – certain forms must be completed prior to student starting their Cooperative Work Experience. After the Cooperative Work Experience, the student must submit evaluation forms.
2. Complete time sheet including 150 hours of Cooperative Work Experience time. There is no partial credit, 150 hours must be completed in order to pass the class.

O. Recommended Grading Scale:

This class is pass/fail:

100-70	P
69- below	NP

P. Grading and Testing Guidelines:

[Click here to enter text.](#)

Q. Examination Policy:

[Click here to enter text.](#)

R. Class Attendance and Homework Make-Up Policy:

[Click here to enter text.](#)

S. Classroom Expectations:

Click here to enter text.

T. College Procedures/Policies:

Important information regarding College Procedures and Policies can be found on the [syllabus supplement](#) located at <https://sharept.ncstatecollege.edu/committees/1/curriculum/SiteAssets/SitePages/Home/SYLLABUS%20SUPPLEMENT.pdf>

The information can also be found Choose an item.