North Central State College
MASTER SYLLABUS
2019-2020

A. <u>Academic Division</u>: Business, Industry and Technology

B. <u>Discipline</u>: Information Technology

C. <u>Course Number and Title</u>: ITEC2980 Cooperative Work Experience

D. <u>Course Coordinator</u>: Jesse Payne
     <u>Assistant Dean</u>: Toni Johnson, PhD

     <u>Instructor Information</u>:
     - 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. <u>Credit Hours</u>: 1-2
     Cooperative Work Experience: 10-20 hours per week

F. <u>Prerequisites</u>: ITEC2990 (must be concurrent)
     Student must have completed 18 semester credit hours of ITEC classes with a C- or better.
     Students must obtain permission of the instructor to enroll in this class.

G. <u>Syllabus Effective Date</u>: Fall, 2019

H. <u>Textbook(s) Title</u>: None

I. <u>Workbook(s) and/or Lab Manual</u>: None

J. <u>Course Description</u>: A cooperative work experience provides an opportunity for students to obtain practical work experience in the Information Technology 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 for each hour of credit. This class is Pass/No Pass (P/NP).

K. <u>College-Wide Learning Outcomes</u>:

College-Wide Learning Outcome	Assessments - - How it is met & When it is met
Communication – Written	
Communication – Speech	
Intercultural Knowledge and Competence	
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
Apply critical thinking, research, analysis and resolution for work-related and personal objectives.	Supervisor/mentor evaluation of documented workplace objectives/projects at the end of the cooperative work experience
Develop and apply personal skills, attitudes, and competencies in the workplace.	Supervisor/mentor evaluation of documented performance at the end of the cooperative work experience
Demonstrate accountability for personal actions at work and as it relates to program.	A minimum of one worksite visit with the supervisor/mentor to discuss the student's progress and level of contribution toward the achievement of organizational objectives at the end of the cooperative work experience

M.   Topical Timeline (Subject to Change):

Cooperative work experiences will vary depending on the business site and curriculum followed.

N.   Course Assignments:

- Projects and tasks as assigned by employer
- Time sheets documenting the minimum hours required with supervisor sign-off

O.   Recommended Grading Scale:

This class is pass/fail.

100 -74   P
73 - 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.   <u>College Procedures/Policies</u>:

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

The information can also be found Choose an item.