



## North Central State College

### MASTER SYLLABUS

2025-2026

- A. Academic Division: Engineering Technology, Business & Criminal Justice Division
- B. Discipline: Business
- C. Course Number and Title: BUSM2280 Cooperative Work Experience
- D. Assistant Dean: Brooke Miller, M.B.A.
- 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. Last Course/Curriculum Revision Date: Fall 2025    Origin date: 05/30/2017
- 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	
Critical Thinking	
Information Literacy	
Quantitative Literacy	



North Central State College  
SYLLABUS ADDENDUM

Academic Division:	Engineering Technology, Business, and Criminal Justice	Discipline:	Business Management
Course Coordinator:	Brandel Boyd		
Course Number:	BUSM-2280	Course Title:	Cooperative Work Experience
Semester / Session:	Fall 2025	Start / End Date:	8-11-25 thru 12-6-25

**Instructor Information**

Name:	Brandel Boyd	Credentials:	Ph.D. Public Administration; MBA.HRM
Phone Number:	419-755-4572	E-Mail Address:	bboyd@ncstatecollege.edu
Office Location:	233 Kehoe	Office Hours:	Mon/Wed 9-11 AM; and Mon 2-3 PM

**I. Topical Timeline (Subject to Change):**

There is no topical timeline for this course. Student tasks will vary based upon internship employment needs. All students must complete 150 hours or more of related work experience in order to receive credit for the course. These hours must be complete prior to the end of the term. However, when a student exactly completes, and how many hours they get each week, is determined between them and their site supervisor.

**II. Course Assignments:**

1. 150 or more hours of work experience
2. Positive review by the employer during faculty member visit
3. Presentation and/or exam (assigned and graded in accompanying corequisite course)
  - a. Points are awarded strictly in corequisite course
  - b. Both classes are designated as a Pass or Fail for credit

**III. Grading and Testing Guidelines:**

Assignments will be graded within one week after the due date. Students can work ahead, but assignments will not be graded until after they are due in case a student wants to revise and resubmit that assignment.

**IV. Examination Policy:**

Personal integrity (i.e. doing one's own work) in the submitted assignments is the standard of every class. That being noted, this course does not have any exams. The corequisite course may however.

**V. Class Attendance and Homework Make-Up Policy:**

**Attendance**

There are no face-to-face attendance requirements for this course.

Students are expected to attend their co-op work site as designated by their co-op supervisor. Supervisors are asked to report on attendance and timeliness of the student throughout the co-op experience.

**Homework/Participation Requirements**

There is no homework as part of this particular course. However, you are expected to participate to the full expectation of your employer while on the job site.

**Course Number:** BUSM-2280  
**Semester / Session:** Fall 2025

**Course Title:** Cooperative Work Experience  
**Start / End Date:** 8-11-25 thru 12-6-25

**VI. Classroom Expectations:**

If you have concerns of any kind, it is your responsibility to come to me about those concerns. It is my responsibility to be attentive to your needs whenever possible. Clear and respectful communication is an expectation of both teachers and students.

This particular course otherwise has no peer-to-peer interaction. Please remain respectful and professional to your employer while on the job site. Remember to use Professional Soft Skills as well as your learned Technical Skills.

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. Recommended Grading Scale:

This class is pass/fail:

100-70	P
69- below	NP

N. College Procedures/Policies:

North Central State College believes that every student is a valued and equal member of the community.\* Every student brings different experiences to the College, and all are important in enriching academic life and developing greater understanding and appreciation of one another. Therefore, NC State College creates an inclusive culture in which students feel comfortable sharing their experiences.

Discrimination and prejudice have no place on the campus, and the College takes any complaint in this regard seriously. Students encountering aspects of the instruction that result in barriers to their sense of being included and respected should contact the instructor, assistant dean, or dean without fear of reprisal.

\* *Inclusive of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, genetic information, or sexual orientation*

**Important information regarding College Procedures and Policies can be found on the syllabus supplement located at**

**<https://ncstatecollege.edu/documents/President/PoliciesProcedures/PolicyManual/Final%20PDFs/14-081b.pdf>**