



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	

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>



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:	Spring 2026 / Full-Term	Start / End Date:	01/12/2026 thru 05/08/2026

Instructor Information

Name:	Brandel Boyd	Credentials:	PA.Ph.D.; MBA; BA.BTS; BA.AAB; FIN.AAB
Phone Number:	419-755-4572	E-Mail Address:	bboyd@ncstatecollege.edu
Office Location:	233 Kehoe	Office Hours:	Mondays 9 AM – 2 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.

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

III. Grading and Testing Guidelines:

There are no graded “assignments” as part of this course. All work for BUSM-2280 credit comes from the co-op work site.

IV. Examination Policy:

Personal integrity (i.e. doing one’s own work) in the submitted assignments is the standard.

V. Class Attendance and Homework Make-Up Policy:

Attendance

There are no face-to-face attendance requirements. It is anticipated that students will be logging into the course frequently (many times each week).

Your attendance will be marked each week as

- fully attended (submitting all assignments for the module);
- partially attended (submitting some portion of assignments for the module); or
- absent (not submitting any assignments for a module).

Homework/Participation Requirements

Students must participate within the first week of the term in order to avoid being dropped for non- participation. This is a college-wide policy. Students must also participate in and achieve at least 67% success by the point of mid-term grade reporting to again avoid being dropped from the course for non- participation (another college-wide policy).

Homework can only be made up in extenuating circumstances that are approved in advance by the instructor. Assignments submitted late without instructor approval may not be graded.

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If an assignment is approved to be submitted and graded late, a 20% minimum penalty will be applied.

There are no extensions past the last day of the term.

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.

VII. Artificial Intelligence (AI) Policy:

Artificial intelligence (AI) can be a valuable tool for academic purposes. AI may assist with generating ideas, checking grammar, and improving writing skills and other class-related tasks, but it should not be relied upon solely. Students are expected to demonstrate independent thinking and analysis and use AI to supplement their work. AI does not replace critical thinking and relying solely on AI to complete assignments undermines your learning.

Any work submitted must be the student's own, and using AI to generate entire assignments or portions of assignments is strictly prohibited and will result in academic consequences. To promote transparency and accountability, students must document their use of AI in any assignments, including the prompts or instructions they provided to the AI and any additional notes about the AI's output or their analysis. AI is not always accurate and may produce outdated, misleading, biased, or entirely incorrect information. Always verify any AI-generated content with credible academic sources.

Plagiarism, including using AI to generate assignments, not only cheats the student out of learning, but is considered a form of academic misconduct and will result in disciplinary action.