



North Central State College

MASTER SYLLABUS

2025-2026

A. Academic Division: Engineering Technology, Business & Criminal Justice Division

B. Discipline: Visual Communications Media & Technology

C. Course Number and Title: VCMT2800 Cooperative Work Experience

D. Assistant Dean: Brooke Miller, M.B.A.

E. Credit Hours: 1
Cooperative Experience: 10 hours

F. Prerequisites:

- Must be concurrent with VCMT2850.
- Student must have completed 24 semester credit hours of VCMT 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: 08/03/2011

H. Textbook(s) Title: None

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

J. Course Description: The cooperative work experience is an opportunity for students to obtain practical work experience in the Visual Communications 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. Students will complete 150 hrs. at an internship company. | Complete timesheet and supervisor visit. |
| 2. Students will complete at least 6 items for their portfolio or demonstrate at least 8 skills that they learned in the VCMT program at North Central State College. | Provide samples or work experience, final week or their experience. |
| 3. Students will accurately describe their working experience in the Visual Communications 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: EBC
 Course Coordinator: Morgan Baker
 Course Number: VCMT-2800-920
 Semester / Session: Spring 2026 / 16 Weeks

Discipline: VCMT
 Course Title: Cooperative Work Experience
 Start / End Date: 1/12/2026 thru 5/8/2026

Instructor Information

Name: Morgan Baker
 Phone Number: 419-755-4862
 Office Location: 237 - Kehoe

Credentials: Master of Fine Arts – Media Design
 E-Mail Address: mbaker@ncstatecollege.edu
 Office Hours: M-Th 12:00pm – 1pm

I. Topical Timeline / Course Calendar (Subject to Change):

| Weeks | Topics | Assignment | Due Date |
|-------|--------------------------|------------------------------------|----------|
| 1 | Pre-Internship Paperwork | Turn in Co-Op Paperwork | 1/16 |
| 2-16 | Internship on-site | Complete Internship – Record Hours | 5/8 |

II. Grading and Testing Guidelines:

Final Grade Calculation

| Activity | Grading |
|--|-----------|
| Pre-Internship Paperwork – Agreement, Confirmation of Hire, Liability, Placement | Pass/Fail |
| Post-Internship Paperwork – Time Sheet, Performance Appraisal, Student Feedback | Pass/Fail |

III. Examination Policy:

1. The reasons for which a student will be excused from taking an examination:
 - a. **Excused absences** include illness (with documentation), religious observances, family emergencies, or approved college activities.
2. A student who misses an examination for any reason is responsible for:
 - a. Contacting the teacher and scheduling a time to take the exam outside of class

No makeup opportunity will be given for unexcused absences of quizzes.

IV. Class Attendance and Homework Make-Up Policy:

1. **Attendance is required** and essential for your success in this course.
2. You are allowed **up to 2 unexcused absences** without penalty. Each additional unexcused absence may lower your final grade by **2% per occurrence**.
3. **Excused absences** include illness (with documentation), religious observances, family emergencies, or approved college activities.
4. If you will miss class, you must notify the instructor **before class** when possible.

5. Arriving more than **15 minutes late** or leaving early without prior approval counts as **½ an absence**.
6. You are responsible for all material covered during any absence.
7. **Due Dates:** All assignments are due at the start of class (or posted online deadline).
8. **Late Work:**
 - a. Work turned in **within 24 hours** of the due date will lose **10%**.
 - b. Work turned in **1–7 days late** will lose **20%**.
 - c. Work more than **7 days late** will **not be accepted** unless prior arrangements are made.
9. **Excused Absences:**
 - a. If your absence is excused, you may submit work without penalty within **one week** of your return.
 - b. You must communicate with the instructor to arrange make-up deadlines.
10. **Missed In-Class Activities:** Some studio work, critiques, or labs cannot be replicated outside of class. In such cases, alternative assignments may be given at the instructor's discretion.

V. Classroom Expectations:

1. **Respect**
 - Treat your peers, instructor, and their work with respect.
 - Listen actively during discussions and critiques.
 - Be open to diverse perspectives and creative approaches.
2. **Engagement**
 - Arrive on time and stay for the entire class.
 - Participate in activities, discussions, and group work.
 - Stay on task during class work time — limit unrelated browsing, texting, or distractions.
3. **Preparedness**
 - Bring required materials, completed assignments, and any necessary technology to class.
 - Check Canvas/email regularly for announcements and updates.
4. **Professionalism**
 - Meet deadlines and follow project guidelines.
 - Use professional and constructive language in all communications.
 - Take responsibility for your own learning — ask questions and seek help when needed.
5. **Collaboration & Feedback**
 - Contribute to a supportive learning environment.
 - Offer feedback that is constructive, specific, and respectful.
 - Accept feedback with an open mind and use it to improve your work.
6. **Academic Integrity**
 - Submit only your own original work unless collaboration is part of the assignment.
 - Give proper credit when using others' ideas, images, or resources.
 - Follow all college policies on plagiarism and copyright.