



**North Central State College**  
**SYLLABUS ADDENDUM**

**Academic Division:** Engineering Technology, Business & Criminal Justice Division      **Discipline:** Mechanical Engineering Technology  
**Course Coordinator:** Brooke Miller  
**Course Number:** ENGR-3980      **Course Title:** Cooperative Work Experience Seminar-II  
**Semester / Session:** Summer 2026      **Start / End Date:** 05/26/2026 thru 07/16/2026

**Instructor Information**

**Name:** Andrew Shella      **Credentials:** Dean of EBC  
**Phone Number:** 419-755-4817      **E-Mail Address:** ashella@ncstatecollege.edu  
**Office Location:** Kehoe Center Room 156      **Office Hours:** By Appointment (M-TH 8:00-5:00PM)

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

| <b>Weeks</b> | <b>Topics</b>                       | <b>Assignment</b>                   | <b>Due Date</b> |
|--------------|-------------------------------------|-------------------------------------|-----------------|
| 1            | Orientation and Development of Goal | Timesheet & Goal Submission         | 05/29           |
| 2            | Survey: Goals, Timesheet            | Timesheet & Survey Submission       | 06/05           |
| 3            | Survey: Goals, Timesheet            | Timesheet & Survey Submission       | 06/12           |
| 4            | Survey: Goals, Timesheet            | Timesheet & Survey Submission       | 06/19           |
| 5            | Survey: Goals, Timesheet            | Timesheet & Survey Submission       | 06/26           |
| 6            | Survey: Goals, Timesheet            | Timesheet & Survey Submission       | 07/03           |
| 7            | Survey: Goal, Timesheet             | Timesheet & Survey Submission       | 07/10           |
| 8            | Survey: Goal, Timesheet             | Returning Supervisor Appraisal form | 07/16           |
| 9            |                                     | Review, Report Submission           | 07/16           |
| 10           |                                     | Final Exam Presentation             | 07/16           |
| 11           |                                     |                                     |                 |
| 12           |                                     |                                     |                 |
| 13           |                                     |                                     |                 |
| 14           |                                     |                                     |                 |
| 15           |                                     |                                     |                 |
| 16           |                                     |                                     |                 |

**II. Grading and Testing Guidelines:**

Final Grade Calculation

| <b>Activity</b>      | <b>Qty</b> | <b>Points</b> | <b>Percentage</b> |
|----------------------|------------|---------------|-------------------|
| Goal Submission      |            |               | 20%               |
| Timesheet Submission |            |               | 25%               |
| Report               |            |               | 30%               |
| Presentation         |            |               | 25%               |

**III. Examination Policy: There are no exams in this course**

The reasons for which a student will be excused from taking an examination

- a Hospitalization (with documented verification)
- Death in the immediate family (with documented verification)
- Personal illness or illness in immediate family - (doctor's excuse required).

A student who misses an examination for any reason is responsible for loss of the points.

Course Number: \_\_\_\_\_  
Semester / Session: \_\_\_\_\_

Course Title: \_\_\_\_\_  
Start / End Date: \_\_\_\_\_

3. No makeup opportunity will be given for absences of unscheduled quizzes.

#### IV. **Class Attendance and Homework Make-Up Policy:**

Attendance Requirements: All students are required to complete regularly scheduled assignments. . Each faculty member has the right to establish regulations regarding attendance that he/she considers necessary for successful study. Students who do not attend classes may be administratively withdrawn from those classes. However, failure to attend classes does not constitute withdrawal, and students are expected to process a formal withdrawal through the Student Records Office in Kee Hall.

#### V. **Classroom Expectations:**

As a NC State Student, be it it online or hybrid, your conduct in this course is subject to [the NC State Student Code of Conduct](#). [Links to an external site.](#)

As a future professional in your field, **you will be expected to conduct yourself as a professional in ALL work and communications** - be it assignments, discussion forums, Canvas Inbox, emails etc.

This includes but is not limited to:

- **Being respectful of classmates' opinions, work and comments**  
*Good test = Is this something I would/should say to a co-worker in person?*
- **Being respectful in communications with the instructor**  
*Good test = Is this something I would/should say to my boss in the workplace?*
- **Being respectful of diversity**  
*Good test = Is this a comment/joke that is at some other groups, ethnicity, political etc. expense?*  
**Note: Offensive "jokes", slurs or [hate speech](#) [Links to an external site.](#) will NOT be tolerated**
- **Using Non-Profane, Appropriate Language**  
*Good test = Is this language you would use in the workplace or in front of your grandmother?*
- **Using proper. NON-"Text speak" Language to make Yourself Easily Understood**  
*Good test = Could my older boss understand what I have written?*

**Failure to conduct yourself as a professional and meet standards above in this course will result in the following consequences** in this course:

- **1st Instance** = Written warning from the instructor documenting issue  
*(No points deductions)*
- **2nd offense** = **Mandatory meeting** with the instructor and or Department Chair or Division Dean  
*(Related assignment/Participation subject to Point Deductions)*
- **3rd offense:** College Disciplinary procedures filed with the NC State Judicial Committee as a violation of the Student Code of Conduct.  
*(Course Grade subject to F)*

**Extreme or repeated unprofessional behavior will result in initiating college disciplinary procedures** as outlined in [the NC State Student Code of Conduct](#). [Links to an external site.](#) NCSC Disciplinary hearings can result in a variety of consequences, including and up to suspension or being expelled from the college.



North Central State College

**MASTER SYLLABUS**

**2025-2026**

- A. Academic Division: Engineering Technology, Business & Criminal Justice Division
- B. Discipline: Engineering Technology
- C. Course Number and Title: ENGR3980 Cooperative Work Experience II
- D. Assistant Dean: Brooke Miller, M.B.A.
- E. Credit Hours: 1  
Cooperative Work Experience: Minimum of 10 hours per week
- F. Prerequisites: ENGR3990
- G. Last Course/Curriculum Revision Date: Fall 2025    Origin date: 09/19/2018
- H. Textbook(s) Title: None
- I. Workbook(s) and/or Lab Manual: None
- J. Course Description: A cooperative work experience provides an opportunity for students to obtain practical work experience in the engineering 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. College-Wide Learning Outcomes:

| <b>College-Wide Learning Outcome</b>   | <b>Assessments - - How it is met &amp; When it is met</b> |
|--|---|
| 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. 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   |
| 2. Develop and apply personal skills, attitude, and competencies in the workplace.                      | Supervisor/mentor evaluation of documented performance at the end of the cooperative work experience   |
| 3. 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. Recommended Grading Scale:

This class is Pass/No Pass.

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>**