



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-3990 **Course Title:** Cooperative Work Experience Seminar-II
Semester / Session: Summer 2026 **Start / End Date:** 5/26/2026 thru 7/16/206

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 8:00AM-5:00PM)

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

Weeks	Topics	Assignment	Due Date
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

Activity	Qty	Points	Percentage
Goal Submission			20%
Timesheet Submission			25%
Report			30%
Presentation			25%

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

1. The reasons for which a student will be excused from taking an examination:
 - a. Hospitalization (with documented verification)
 - b. Death in the immediate family (with documented verification)
 - c. Personal illness or illness in immediate family - (doctor's excuse required).
2. 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 Students who do not attend classes may be administratively withdrawn from those classes.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: ENGR3990 Cooperative Work Experience Seminar II
- D. Assistant Dean: Brooke Miller, M.B.A.
- E. Credit Hours: 1
- F. Prerequisites: ENGR3980 (must be concurrent)
- G. Last Course/Curriculum Revision Date: Fall 2025 Origin date: mm/dd/yyyy
- H. Textbook(s) Title: These were purchased in ENGR 2990

Illustrated Course Guides: Professionalism

- Author: Jeff Butterfield
- Copyright Year: 2017
- Edition: 2nd Edition
- ISBN: 9781337119269 (print copy)

Illustrated Course Guides: Verbal Communication

- Author: Jeff Butterfield
- Copyright Year: 2017
- Edition: 3rd Edition
- ISBN: 9781337119283 (print copy)

Illustrated Course Guides: Written Communication

- Author: Jeff Butterfield
- Copyright Year: 2017
- Edition: 3rd Edition
- ISBN: 9781337119290 (print copy)

- I. Workbook(s) and/or Lab Manual: None
- J. Course Description: This course is taken concurrently with ENGR 3980 Cooperative Work Experience. Students will discuss their workplace experiences, identify the skills required, assess their performance, and present their learning experience and how it prepared them for a career in engineering. Students must obtain permission for the instructor to enroll in this class. This class is Pass/No Pass.

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. Communicate effectively by preparing and presenting a presentation of the results of the work experience.	Prepare and present a Cooperative Work Experience presentation, Last week of term
2. Communicate effectively by submitting a properly written report that details the student’s assessment of his/her work experience.	Written report, Weekly survey, throughout term
3. Identify the knowledge, skills and abilities required in the workplace.	Written report, last week of term
4. Self-assess knowledge, skills and abilities and develop a professional growth plan.	Written report, last week of term

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>