



**North Central State College  
SYLLABUS ADDENDUM**

<b>Academic Division:</b> <u>Engineering Technology, Business &amp; Criminal Justice</u>	<b>Discipline:</b> <u>Information Technology</u>
<b>Course Coordinator:</b> <u>Mohammed Ghonimy</u>	
<b>Course Number:</b> <u>ITEC 2980/ ITEC 2990</u>	<b>Course Title:</b> <u>Cooperative Work Experience/ Seminar</u>
<b>Semester / Session:</b> <u>SU 2026</u>	<b>Start / End Date:</b> <u>05/26/2026 – 07/16/2026</u>

**Instructor Information**

<b>Name:</b> <u>Timothy D. Houston</u>	<b>Credentials:</b> <u>Master’s Degree in required field</u>
<b>Phone Number:</b> <u>By Appointment</u>	<b>E-Mail Address:</b> <u><a href="mailto:thouston@ncstatecollege.edu">thouston@ncstatecollege.edu</a></u>
<b>Office Location:</b> <u>By Appointment</u>	<b>Office Hours:</b> <u>By Appointment</u>

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

<b>Weeks</b>	<b>Topics</b>	<b>Assignment</b>	<b>Due Date</b>
1	Course orientation; work placement confirmation	Submit worksite/employer info	End of Week 1
2	Workplace expectations & professionalism	Reflection #1	End of Week 2
3	Identify workplace skills & competencies	Skills assessment report	End of Week 3
4	Work experience progress check; performance reflection	Reflection #2; hours log check	End of Week 4
5	Workplace problem solving and supervisor interaction	Reflection #3; supervisor check-in	End of Week 5
6	Continued work experience; professional development	Reflection #4; updated hours log	End of Week 6
7	Final report & presentation preparation	Draft report; presentation outline	End of Week 7
8	Final evaluations and deliverables	Final report; final presentation; self-assessment	End of Week 8

**II. Grading and Testing Guidelines:**

Final Grade Calculation

<b>Activity</b>	<b>Qty</b>	<b>Points</b>
Work Hours Completion	Ongoing	Pass/No Pass
Supervisor Evaluation	1	Pass/No Pass
Reflections/Journals	Multiple	Pass/No Pass
Final Report	1	Pass/No Pass

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

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

Final Presentation	1	Pass/No Pass
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1. Students must complete required work hours (150 hours per credit)
2. Final grade is P (74-100) or NP (73 and below)

**III. Examination Policy:**

- Students may be excused from required evaluations due to:
  - Documented illness
  - Death in immediate family
  - Verified emergencies
- Missed assignments must be approved by the instructor
  - No makeup opportunities for unapproved missed work

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

- Students must actively participate in both:
  - Worksite hours (ITEC2980)
  - Seminar assignments (ITEC2990)
- Students are responsible for:
  - Completing required hours
  - Submitting assignments on time
  - Communicating issues in advance
- Late work may be subject to instructor approval
  - Failure to participate may result in **No Pass**

**V. Classroom Expectations:**

- Communicate respectfully with instructor and peers
- Complete all assigned reflections and report
- Demonstrate accountability and workplace responsibility
- Maintain professional behavior at the worksite and in coursework



North Central State College

**MASTER SYLLABUS**

**2026-2027**

- A. Academic Division: Engineering Technology, Business & Criminal Justice Division
- B. Discipline: Information Technology
- C. Course Number and Title: ITEC2980 Cooperative Work Experience
- D. Assistant Dean: Brooke Miller, M.B.A.
- E. Credit Hours: 1-2  
Cooperative Work Experience: 10-20 hours per week
- F. Prerequisites: ITEC2990 (must be concurrent)  
Student must have completed 18 semester credit hours of ITEC classes with a C- or better.  
Students must obtain permission of the instructor to enroll in this class.
- G. Last Course/Curriculum Revision Date: Fall 2026                      Origin date: 11/13/2014
- 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 Information Technology 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, attitudes, 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/fail.

100 -74            P  
73 - 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>**