



**North Central State College
SYLLABUS ADDENDUM**

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

Instructor Information

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

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

| Weeks | Topics | Assignment | Due Date |
|--------------|--|---|-----------------|
| 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

| Activity | Qty | Points |
|-----------------------|------------|---------------|
| 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: _____

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|--------------------|---|--------------|
| 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: ITEC2990 Seminar
- D. Assistant Dean: Brooke Miller, M.B.A.
- E. Credit Hours: 1
- F. Prerequisites: ITEC2980 (must be concurrent)
Student must have completed 18 semester credit hours of ITEC classes with a C- or better.
Students must get 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:
- 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 ITEC2980 Cooperative Work Experience. Students will discuss their work place experiences, identify the skills required, assess their performance, and present their learning experience and how it prepared them for a career in Information Technology. Students must obtain permission from the instructor to enroll in this class. 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. Communicate effectively by preparing and presenting a presentation of the results of the work experience. | Prepare and present a Cooperative Work Experience presentation week 14-16. |
| 2. Communicate effectively by submitting a properly written report that details the student’s assessment of his/her work experience. | Written report, week 14-16. |
| 3. Identify the knowledge, skills and abilities required in the workplace | Written report, week 3 |
| 4. Self-assess knowledge, skills and abilities and develop a professional growth plan | Written report, week 16 |

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>