

Angelina College
Business Division
BUSG 1380,1381,2380,2381 Cooperative Education I,II,III,IV
Instructional Syllabus
NIGHT CLASS
SPRING 2015

I. BASIC COURSE INFORMATION

A. Course Description: *(as stated in the bulletin, including necessary pre-requisite courses, credit hours)*

BUSG 1380,1381,2380,2381 Cooperative Education I,II,III,IV - Three hours credit. Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. A weekly one-hour seminar is held in conjunction with the student's job. BUSG 2381 is a capstone course.

B. Intended Audience:

BUSG 1380 and 1381 - one-year Management Development Certificate of Completion students & two-year Management Development degree students

BUSG 2380 and 2381 - two-year Management Development degree students

C. Instructor:

Name: Jim Kennedy
Office Location: Temple Hall - Business Building - B102-B
Office Hours: M & W - 8:00 - 11:15 A.M. and by appointment
T & R - 8:00 - 9:15 A.M. and by appointment
30 minutes after Tuesday PM classes as needed
Friday - 8:00 A.M. - 12:00 P.M.
Phone: 633-5300 or 633-5310
E-mail Address: jkennedy@angelina.edu

II. INTENDED STUDENT OUTCOMES:

A. Core Objectives Required for this Course

1. **Critical Thinking:** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Teamwork:** to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
3. **Personal Responsibility:** to include the ability to connect choices, actions and consequences to ethical decision-making
4. **Communication:** to include effective development, interpretation and expression of ideas through written, oral and visual communication

*Note - Above subject to change

B. Course Learning Outcomes for all Sections

1. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry as appropriate with employer
2. Will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills as appropriate with employer, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

III. ASSESSMENT MEASURES

A. Assessments for the Core Objectives:

1. **Critical Thinking** - Critical Thinking will be assessed by the student identifying, analyzing and selecting two to four on-the-job problems or opportunities and documenting them on their training plan as a goal for a grade. The results of the training plan will be converted by utilizing the AC Critical Thinking Rubric.
2. **Teamwork** - Teamwork skills are being utilized in the business world at an ever increasing rate. Consequently, students will work together and participate in assigned teams to collaborate with one another to correctly and specifically write one goal according to written, oral and visual instructions. Their performance will be assessed by fully completing the training plan for a grade. The student's performance/grade will be converted and assessed by utilizing the AC Teamwork Value Rubric.
3. **Personal responsibility** - students will become more acclimated to their role in college and as a present or future participant in business organizations. They will acquire a sense of their individual/personal responsibility of their ethical decisions, actions and subsequent consequences by following and completing the goals identified on their training plan. Subsequently, they will acquire a number grade assigned by their supervisor which will be signed and dated by their supervisor indicating the student's level of fulfilling their ethical and personal responsibility of completing the goals in the training plan. This will be additionally assessed using the AC Personal Responsibility Rubric.
4. **Communication** - The ability to utilize effectively communication skills in business is vitally important for employees in any organization. Students will initiate, develop and deliver an oral report with a written summary regarding the completion of one of their goals. An Oral Report Evaluation will be utilized and then converted to the AC Communication Value Rubric.

B. Assessments for Course Learning Outcomes

1. The student will apply the theory concepts, and/or skills involving specialized materials, tools, equipment, procedures, regulations, laws, and/or interactions within and among political, economic, environmental, social, and/or legal systems associated with the occupation and the business/industry as appropriate with the employer by acquiring a minimum of 80% on the supervisor's training plan evaluation.
2. The student will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills as appropriate with the employer, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry by acquiring a minimum of 80% on the supervisor's training plan evaluation.

C. Specific instructions to accomplish the above:

1. Students will identify and write job-related goals to be accomplished during the semester. (The student must take leadership on this - contact your supervisor early on! The instructor will offer guidance and specific criteria for writing the goals. The content is determined by the supervisor and student.)
2. Students will accomplish the above goals during the semester with coordination by the supervisor and instructor.
3. All students will complete a written and oral report for one of their goals. A checklist for evaluation and guidance is provided.
4. Individual counseling may occur to measure student progress toward their job-related goals.

IV. INSTRUCTIONAL PROCEDURES:

A. Methodologies common to all sections

1. Team Discussions: Team discussions among students will be utilized to assist students with the preparation of their goals and training plan. This will be done to encourage and enhance leadership, communication, organizing, and teamwork skills. Group discussion will also provide an additional opportunity to successfully complete the goals and training plan.
2. Individual Discussions: Topics will be discussed that are pertinent to Business in general, as well as individual job concerns. Students are strongly encouraged to participate and contribute any ideas or questions that are of a concern to them.
3. Lecture: An emphasis will be on how to write goals (a management development training plan), completion of the goals as well as on the assigned reports. Handouts, and related material from other sources may be presented in lecture form to supplement basic principles covered.
4. Audio-Visual Aids: Over-head projections may be presented periodically to reinforce the ideas and principles emphasized in the class.
5. Personalized Instruction: Students may meet a minimum of once a semester with the instructor to discuss progress of their goals/action training plan or class work.
6. Job Visits: The instructor may make a visit to the student's work station and visit with the immediate supervisor concerning the management program and the student.

B. Methodologies determined by the instructor - N/A

V. COURSE REQUIREMENTS AND POLICIES:

A. Required Textbooks, Materials, and Equipment -

1. Cooperative Education Guide for Management Development given in class.
2. Notebook paper, pen, and #2 pencil

B. Assignments - (*Appropriate due dates, schedules, deadlines*)

1. Complete Cooperative Education Training Plan by writing goals.
2. Deliver oral talk with typed summary.
3. Accomplish Training Plan Goals at place of employment.
4. Complete all assessments (see III, A, B, & C above).
5. See instructor's attached schedule for course assignments and dates.

C. Course Policies - (This course conforms to the policies of Angelina College as stated in the Angelina College Handbook.)

Academic Assistance - If you have a disability (as cited in Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990) that may affect your participation in this class, you should see Karen Bowser, Room 208 of the Student Center. At a post-secondary institution, you must self-identify as a person with a disability; Ms. Bowser will assist you with the necessary information to do so.

Discrimination: Angelina College (AC) admits students without regard to race, color, religion, national origin, sex, disability, or age. Inquiries regarding the non-discrimination policies of AC should be directed to: Dr. Patricia McKenzie, Vice President and Dean of Instruction, 3500 S. First, Lufkin, TX 75904, telephone (936) 633-5201,

Attendance -Attendance will be taken daily. In accordance with Angelina College policy, you may be dropped by the instructor from this class for excessive absences. Excessive absences have been defined by AC as three or more consecutive absences or four or more cumulative absences. A three hour night class counts as two class periods according to the above policy. I may drop you after three (3) absences - day; two (2) if night classes. Excused absences may exempt you from ANY loss of points due to being absent on the day a test or assignment is to be completed or turned in for a grade. Excused absences will be determined by the instructor and are normally limited to illness, death in the family or an official AC activity. You are strongly encouraged to attend every class as to do otherwise may jeopardize your grade. If you must be absent, it is a professional courtesy to call and let me know. It is your responsibility to make-up what you missed. You will not be dropped and can make up work for absences due to college authorized and sponsored activities and/or religious holidays. In the case of a religious holy day, you must notify the instructor of the anticipated absence by the 15th calendar day starting with the first day of classes. The form for notifying the instructor is in the Office of Admissions. It is the student's responsibility to arrange for make-up work due to any absence.

Veterans - You must comply with your specific attendance requirements in addition to other attendance requirements specified in this syllabus.

If weather conditions require Angelina College to cancel classes, announcements will be available on AC's web page, main phone number 639-1301 and area television and radio media.

For tutoring, please contact:

STAC – Student Tutoring & Access Center
Phone number – 936-633-4504
E-mail: tutoring@angelina.edu
Location: Library, 2nd floor

Additional Policies Established by the Individual Instructor -

1. The last day to drop or withdraw with a "W" is April 6, 2015.
2. Withdrawals--if you wish to withdraw due to non-attendance, etc. and receive a "W" grade, you must complete a withdrawal form. See the Angelina College catalog for deadlines for all "W" grades. WP and WF grades are no longer given at A. C. If you do not complete the above course requirements do not assume you will receive an "IP" (incomplete), or W. "IP" grades may not be recorded unless requested and approved. If you desire an IP, or W you should discuss it with me. The grade is your responsibility. (I may drop you after TWO (2) absences.)
3. Be SURE TO USE A NO. 2 PENCIL ON ANY SCANTRON FORMS AND DARKEN COMPLETELY! Failure to do so may result in inaccurate grading and loss of points.
4. Veterans. You must comply with your VA attendance requirements. Be sure to see me for any assistance and I'll be glad to help. I don't bite! Call or come by my office and visit.
5. Do not bring food, drinks, or tobacco into the classroom. They will stain the carpet.
6. Please turn the ringer OFF of any cell phone.
7. If you are late to class, it is your responsibility to insure your attendance is recorded. Try to not be late to class, it disturbs the class and is unprofessional.
8. Please feel free to drop by my office as indicated above to ask for help, counseling or just to visit. You are always welcome. My office is B102B in the Temple Hall Business Building.
9. Students who have read this far in the syllabus will receive one point added to their final average if they e-mail the word "bonus" and identify the class subject to me at jkennedy@angelina.edu. You must send this e-mail before the beginning of the next class. This will be strictly observed.
10. If you fail to be present and not show-up/late for your originally scheduled oral report, twenty (20) points may be deducted from this grade. Failure to complete the oral report may result in a (0) grade.
11. Attend class. I may drop you after two (2) absences as stated in the Student Handbook.

12. If you must bring someone to class with you, prior approval must be received from the instructor.
13. Your classroom behavior is expected to be in a mature adult manner. This includes not creating any distractions that deter from the delivery of instruction.
14. This syllabus and particularly the course outline may be adjusted slightly in order to accommodate unanticipated circumstances and/or events.

VI. COURSE OUTLINE: Description of dates/schedule, due dates and/or deadlines.

<u>DATE</u>	<u>SUBJECT COVERED/ACTIVITIES</u>
Jan	20 Syllabus Discussion; Course Overview; Goals/Training Plan Overview; Goal Setting Instructions;
	27 Goal-Setting Instructions; Group Discussions & Critiques; General Purpose form due
Feb	03 Goal-Setting Instructions; Group Discussions & Critiques; Oral Report instructions/sample
	10 Completed Goals, Training Plan Due and Job Analysis due; (HRM Test #1)
	17 Oral Reports with written summary as appropriate;
	24 Oral Reports with written summary as appropriate;
Mar	03 Oral Reports with written summary as appropriate;
	10 SPRING BREAK
	17 Oral Reports with written summary as appropriate; (HRM Test #2)
	24 Oral Reports with written summary Mid-term progress report due;
	31 Oral Reports with written summary;
Apr	07 Oral Reports with written summary as appropriate; (HRM Test #3)
	14 Oral Reports with written summary as appropriate;
	21 Oral Reports with written summary as appropriate;
	28 Oral Reports with written summary as appropriate; Supervisor's Evaluation Due;
May	05 Oral Reports with written summary as appropriate; Remaining Supervisor's Evaluation Due
	12 Oral Reports with written summary as appropriate; (HRM Final Exam)

*Creative-Thinking Exercises and Employment-Related Information will be administered as time becomes available on scheduled dates.

Food, drinks, and tobacco products are not permitted. No audible tones on cell phones and pagers are permitted

VII. EVALUATION AND GRADING:

A. Grading Criteria (*percents, extra credit, etc.*)

Semester grades will be computed in the following manner:

Training Plan/Goals	25%	
Oral & Written Reports	25%	
Final Performance Evaluation/Supervisor's Evaluation		<u>50%</u>
	100%	

Extra Credit - Points added to final grade:

1 Point - Participation

*NOTE -

1. Two (2) points may be deducted for each excess absence. Excess absences are defined as EACH unexcused absence

- beginning with a third absence in the night class and the fifth absence in the day class.
2. A zero (0) grade may be recorded if the Training Plan/Goals are turned in after the deadline.
 3. Twenty (20) points may be deducted from the oral/written report if you fail to show-up as scheduled (See V,C, additional policy #10 above). If not completed a zero (0) may be recorded.
 4. Five (5) points may be deducted from the final grade average if the Supervisor's Evaluation is turned in after the deadline indicated in the course outline. A zero (0) may be recorded if not turned in by the last day of final exams. (See AC calendar on web.)
 5. Failure to be employed by the 12th class day may result in being dropped from the course by the Instructor.

- B. Determination of Grade** (*assignment of letter grades*)
Angelina College uses a ten point grading system as follows:
90 - 100 = A
80 - 89 = B
70 - 79 = C
60 - 69 = D
Below 60 = F

VIII. SYLLABUS MODIFICATION:

The instructor may modify the provisions of the syllabus to meet individual class needs by informing the class in advance as to the changes being made.

CO-OP GOAL(S) EVALUATION

I. TWO GOALS: 50 POINTS EACH

GOAL 1	(1) Specific Task	15 PTS.
	(2) Measurable (Quantified)	10 PTS.
	(3) Deadline	5 PTS.
1.	Gets you started	
2.		
3.		
4.		
5.	Completes Goals	10 PTS.
	+ Begins with action verb	5 PTS.
	+ Concise/Brief (Not to Wordy)	5 PTS.
	TOTAL	50 PTS.
		<u>X 2 GOALS</u>
		100 PTS.
	Not Signed (-2 PTS. EA. SIGN.)	
	Not Dated (-2 PTS. EA. DATE)	

II. THREE GOALS: -33 1/3 POINTS EACH

GOAL #1	(1) Specific Task	10
	(2) Measurable (Quantified)	7
	(3) Deadline	3
1.	Gets you started	
2.		
3.		
4.		7
5.	Completes Goals	
	+ Begins with action verb	3
	+ Concise/Brief (Not to Wordy)	3
	TOTAL	33 PTS.
		<u>X 3 GOALS</u>
		99/100 PTS.
	Not Signed (-2 PTS. EA. SIGN)	
	Not Dated (-2 PTS. EA. DATE)	

III. FOUR GOALS - 25 PTS. EACH

GOALS #1	(1) Specific task	8
	(2) Measurable (Quantified)	6
	(3) Deadline	2
1.	Gets you started	
2.		
3.		
4.		5
5.	Completes Goals	
	+ Begins with action verb	2
	+ Concise/Brief (Not to Wordy)	2
	TOTAL	25 PTS.
		<u>X 4 GOALS</u>
		100 PTS.
	Not Signed (-2 PTS. EA. SIGN.)	
	Not Dated (-2 PTS. EA. DATE)	

Oral Report Evaluation

Name: _____

Employer: _____

		<u>Possible Points</u>	<u>Actual points</u>
1.	Identified your name, company, "department", and job title	5	_____
2.	Clearly stated the problem or opportunity (i.e. set-up your situation or scenario/ why did you choose the below for your goal?)	25	_____
3.	Gave a solution (state your goal)	10	_____
4.	Gave the steps to accomplish goal	5	_____
5.	Conclusion - Give results (or effects of) accomplishing the goal (Explain how it helped you, your department or company; what response did you receive from your immediate supervisor or others)	25	_____
6.	Presented to the instructor a 1-page, 2-spaced typed summary of items 1-5(above) Be sure to include a heading for this summary report.	10	_____
7.	Visual Presentation		
	A. Eye Contact with audience	2	_____
	B. Physical mannerisms, gestures, etc (added or subtracted from Presentation)	2	_____
	C. General Appearance	2	_____
	D. Other-use of acrylic board, audio visual materials, Hand-outs, etc.	4	_____
8.	Oral Presentation		
	A. Audible-could everyone hear you?	2	_____
	B. Words were clearly understood, distinctly pronounced, etc.	2	_____
	C. Vocabulary was understood (if "shop" jargon and language was used it was explain	2	_____
	D. Sequence was followed per instructions (items 1-5 followed in order)	2	_____
	E. Presentation and delivery was interesting	2	_____
	F. If Late (-20 points)	(-20)	_____
		Total	_____

Note: 1. This form and your typed summary must be given to the instructor just prior to giving your oral report.

2. Twenty (20) points may be deducted for failure to be present/late for originally scheduled presentation date.

Oral Report Evaluation

Name: _____

Employer: _____

	<u>Possible Points</u>	<u>Actual points</u>
1. Identified your name, company, "department", and job title	5	_____
2. Clearly stated the problem or opportunity (i.e. set-up your situation or scenario/ why did you choose the below for your goal?)	25	_____
3. Gave a solution (state your goal)	10	_____
4. Gave the steps to accomplish goal	5	_____
5. Conclusion - Give results (or effects of) accomplishing the goal (Explain how it helped you, your department or company; what response did you receive from your immediate supervisor or others)	25	_____
6. Presented to the instructor a 1-page, 2-spaced typed summary of items 1-5(above) Be sure to include a heading for this summary report.	10	_____
7. Visual Presentation		
A. Eye Contact with audience	2	_____
B. Physical mannerisms, gestures, etc (added or subtracted from Presentation)	2	_____
C. General Appearance	2	_____
D. Other-use of acrylic board, audio visual materials, Hand-outs, etc.	4	_____
8. Oral Presentation		
A. Audible-could everyone hear you?	2	_____
B. Words were clearly understood, distinctly pronounced, etc.	2	_____
C. Vocabulary was understood (if "shop" jargon and language was used it was explain	2	_____
D. Sequence was followed per instructions (items 1-5 followed in order)	2	_____
E. Presentation and delivery was interesting	2	_____
F. If Late (-20 points)	(-20)	_____
	Total	_____

Note: 1. This form and your typed summary must be given to the instructor just prior to giving your oral report.

2. Twenty (20) points may be deducted for failure to be present/late for originally scheduled presentation date.