CASPER COLLEGE COURSE SYLLABUS
BOTK 1980: Cooperative Work Experience I

Semester/Year Spring, 2016

<table>
<thead>
<tr>
<th>Lecture Hours:</th>
<th>Lab Hours:</th>
<th>Credit Hours: 1-3 (Max 6)</th>
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</thead>
<tbody>
<tr>
<td>Class Time:</td>
<td>Days:</td>
<td>Room: NA</td>
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<td>NA</td>
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Instructor’s Name: Roberta Marvel, Ed. D.

Instructor’s Contact Information:
Office Phone: 268-2523
Office Location: BU 404C
Email: rmarvel@caspercollege.edu

Office Hours: M-TH 8:30-9:00 am, TTH 1:00-2:00 pm

Course Description: The student is given the opportunity to gain practical, on-the-job experience within the student’s area of business specialization. Supervision will be by program coordinator and employer. A minimum of 80 hours of on-the-job training represent one semester hour. The student must maintain 12 credit hours with a 2.0 GPA during the semester.

Statement of Prerequisites: Student must be a full-time Business Information Systems major and have permission of the instructor.

Goal: Students who have the opportunity to work in their area of study while attending college have the advantage of learning to apply theory to the work-related experience. Students have available to them both the instructor and the work supervisor to help them advance toward an occupational objective. The goal of this course is to allow the student the opportunity to gain practical on-the-job experience while receiving college credit. Students should integrate pertinent classroom studies into this work experience.

This course will help students decide on a career and facilitate their future employment. Students will gain problem solving skills and learn attitudinal skills critical to successful job performance. They will also develop interpersonal skills appropriate for the workplace by interacting with other employees and their supervisor.

Outcomes: Student will be able to:

- Demonstrate acceptable personal and professional qualifies in a formal workplace setting
- Apply valuable workplace knowledge and experiences to better prepare them for the workforce
- Demonstrate appropriate problem solving ability for assigned tasks
- Display the appropriate attitude and intuitive that employers expect from their employees

Methodology: Each student enrolled in this course is required to work 80 hours for each credit earned. Each student in conjunction with the employer must complete an application form which can be obtained from the coordinator. While working, each student is required to submit weekly report forms to the coordinator showing the number of hours worked that week and journal entries. Forms may be obtained from the coordinator. Each student will be evaluated by the work supervisor at mid-term and during finals on a form furnished by the coordinator.

Evaluation Criteria: Grades will be computed on a point scale and weighted. Points will be totaled at the end of the semester and a percentage grade computed. Quizzes will be given following the completion of two tutorials and you will be expected to complete a final exam project. Your final grade will be weighted as follows:

- 25% Journal entries and weekly work record
- 15% Bi-Monthly meetings
- 60% Employer Evaluation

Grades are calculated using the above categories and their associated weights. You will receive a midterm and final grade for the course. If you submit files through Moodle, your grade will be recorded in Moodle but keep in
mind the grades you see in Moodle do not reflect the subjective factor of your grade or the category weights. The grading scale is as follows:

A....................... 90-100%
B....................... 80-89%
C....................... 70-79%
D....................... 60-69%
F......................... 0-59%

Required Text, Readings, and Materials:
- Journal
- Forms and instructor handouts.

Class Policies: Students must work on-the-job 80 hours for each credit earned, complete an application form, be evaluated by work supervisor, submit to coordinator weekly journal entries and report forms showing the number of hours worked that week and journal entries, and meet with the coordinator monthly to obtain feedback concerning job performance.

Last Date to Change to Audit Status or to Withdraw with a W Grade: April 14, 2016.

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

Academic Dishonesty - Cheating & Plagiarism: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

Official Means of Communication: Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college’s Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

You MUST schedule a meeting with the coordinator the first and third week of the month to discuss work experiences. These meetings are worth 15 percent of your grade.