

Dakota College at Bottineau Course Syllabus

Course Prefix/Number/Title: BADM 297

Number of credits: 1-4 Credits

Course Description: Practical application of classroom principles in a professional setting

Pre-/Co-requisites: Final Semester

Course Objectives:

- Utilization of skills learned in the classroom in a professional environment
- Professionalism
- Market skills
- Networking
- Ability to communicate and interact with customers in business interactions
- Understanding of career and field expectations

Instructor: Keri J. Keith

Office: TH 205

Office Hours:

Phone: 701-228-5624

Email: Keri.keith@dakotacollege.edu

Lecture/Lab Schedule: Varies

Textbook(s): None

Course Requirements:

Completion of all Co-op paperwork

Successful completion of 40 hours of work at co-op location per credit

Evaluation completed by student

Evaluation completed by employer

Tentative Course Outline: Meeting times vary. Completed either on campus or off campus. Meetings will be scheduled based upon needs and schedule of the student

General Education Goals/Objectives:

Relationship to Campus Theme: Utilizing both communication and technological skills in a work environment.

Classroom Policies: NA

Student Email Policy: Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Academic Integrity: Cheating or plagiarism will result in the grade of 0 for all work completed.

Disabilities and Special Needs: Please contact me regarding any special needs or circumstances.