

EDUC 297 Cooperative Education
Fall 2019
Dakota College at Bottineau
1 Credit

Instructor: Ms. Jackie Migler, MS

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Office Hours: As needed, please email if you have questions

Text Book: None required

Course Description: EDUC 297 is a course where students combine course learning with practical, professional work experiences in their chosen field of study. The employer does an evaluation of the work experience; the faculty advisor supervises the students; the students are required to complete a project assigned by the faculty advisor. A minimum of 45 hours of work is required to earn on credit. A grade of satisfactory/unsatisfactory is given by the faculty.

Pre-/Co-requisites: Instructor approval; 2.00 GPA

Course Goals: Upon completion of this course, the student will:

- Obtain relevant work experience which is mutually agreed upon by the student, instructor and employer
- Demonstrate work habits and work ethics by completing the required learning agreement, activities and learning objectives at the work place
- Verbally demonstrate a working knowledge of chosen profession or field

Course Requirements:

Description of Assignment/Assessment:
Work Experience: Students must work a minimum of 45 hours in an approved work environment to earn one credit.
Before Work Documents: Student must submit an enrollment form and co-op learning agreement prior to starting work in the beginning of the semester.
During Work Document: Students must submit an hourly log of time worked, to be signed by their supervisor.
Post Work Documents: Students must complete and submit two self-assessment documents. Students must obtain and submit two evaluation forms from their supervising teacher.
Grades: A grade of satisfactory/unsatisfactory is given by the instructor.

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:

The academic community is based on honesty, integrity, and fair play. It is expected that all

students, as members of the college community, adhere to the highest levels of academic integrity. Dishonesty in the classroom and with assignments, quizzes, and exams is a serious offense and is subject to disciplinary action by the instructor and college administration. For more information, please refer to the Student Handbook.

- Students are responsible for submitting their own work. Violations of academic principles such as cheating, plagiarism, and other academic improprieties will be handled according to the guidelines outlined in the Student Handbook. **"Faculty members have the prerogative of determining the penalty for prohibited academic conduct in their classes. Faculty members may fail the student for the particular assignment, test, or course involved, or they may recommend that the student drop the course in question, or these penalties may be varied with the gravity of the offense and the circumstances of the particular case."**
- Students must not cooperate on oral or written exams or quizzes or work collaboratively on other assignments unless authorized by the instructor.
- Students will hand in assignments and assessments on the due date specified.
- Completion of the assigned readings is imperative to your professional development.
- Students are expected to attend class and participate in class discussions. Attendance and participation may be factored into your final grade. The student is responsible for the information presented in class whether they are in attendance or not.

Disabilities and Special Needs:

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact your instructor and Jackie Migler in Disability Support Services as early as possible in the beginning of the semester.