

## Dakota College at Bottineau Course Syllabus

Course Prefix/Number/Title: BOTE 297 Cooperative Education

Number of credits: 1 to 6 Credits

Pre-/Co-requisites:

Instructor Approval; 2.00 GPA

Instructor: Penny Belgarde

Office: Minot State University Campus

Administration Building, Dakota College Office, Room 160

500 University Ave., W.

Minot, ND 58707

Office Hours: MWF 9:00 – 10:45am and 2:00 – 3:30pm

T-TH 9:00 – 11:00am and 2:30 – 3:30pm

*\*Appointments in advance is appreciated.*

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Lecture/Lab Schedule: None required

Textbook(s): None required

Course Description:

An internship is required of most AAS and, in some cases, nine-month programs. This course is available to AA and AS students as well. The students combine course learning with practical, professional work experiences in their chosen field of study. The employer does an evaluation of 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 one credit. A grade of satisfactory/unsatisfactory is given by the faculty. The prefix for this course will be determined by the instructor.

General Education Competencies/CTE Learning Outcomes:

Goal #1 – Employs industry-specific skills in preparation for workplace readiness

Learning Outcome: Utilize Soft Skills

Course Objectives:

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 skills, capabilities, and work ethics by completing the required learning agreement, activities and learning objectives of the work place
- Demonstrate a working knowledge of program curriculum to a working environment

#### Course Requirements:

Students will complete the following course requirements:

- **Assignment/Assessment** – Students must complete a written assignment after completing their cooperative education experience that will summarize their experiences
- **Work Experience** – Students must work a minimum of 45 hours in an approved work environment to earn one credit (2 credits = 90 hours)
- **Before Work Documents** – Students must submit an Enrollment Form and Co-op Learning Agreement form prior to starting work in the beginning of the semester.
- **During Work Documents** – Students must submit an hourly log of time worked, to be signed by their supervisor
- **Post Work Documents** – Students must complete a self-assessment document. Students must obtain and submit the evaluation form from their work supervisor.
- **Grades** – A grade of satisfactory/unsatisfactory is given by the instructor

#### Tentative Course Outline:

As scheduled and agreed up by cooperative education supervisor, advisor, and student.

#### Classroom Policies:

Regular participation and attendance with your cooperative education place of work is required for this cooperative education course. Continuous communication is expected between your advisor and cooperative education supervisor if there is an emergency and you cannot attend your daily scheduled work time.

#### 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 operates on honesty, integrity, and fair play. It is the expectation that all students, and members of the college community, adhere to the highest levels of academic integrity. Violations of academic improprieties will be handled using the guidelines outlined in DCB's Student Handbook.

#### Plagiarism:

To plagiarize is to "steal and pass off the ideas or words of another as one's own" (*Webster's Dictionary*). Plagiarism will not be tolerated in this course. When completing a research paper, it is necessary to cite all information gathered from other sources - including direct quotations and paraphrases - within the text of the paper using parenthetical notes at the end of the documents in a works cited list. A handout regarding the MLA guidelines is available at the writing center if you would like further information. Students are expected to follow MLA guidelines for the research paper. If you have any questions - please contact myself or go to the learning center for more information. Students found plagiarizing material will receive a "0" for the assignment.

#### Relationship to Campus Theme:

Dakota College emphasizes nature, technology, and beyond as a focus for the unique blend of courses and programs offered by Dakota College. This course will provide practical work experience in a business office that integrates office technologies giving students a solid overview of how to be successful in this working environment.

**Disabilities and Special Needs:**

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX Webpage.