

Departmental Course Syllabus

Business Department * Academic Instruction Center Suite 325 **Revision:** Spring 2009
San Antonio College * 1300 San Pedro Avenue * San Antonio, TX 78212-4299

Course Number and Title: BMGT 1382 – Cooperative Education – Business Administration and Management, General

Credit Hours: 3

Instructor: Varies

Office: Varies

Phone Number: (210) 486-1414 **Fax:** (210) 486-1503

E-mail: Varies

Web Address: <http://www.accd.edu/sac/business>

Office Hours: To be posted by the individual instructor.

I. Catalog Description:

In this course career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience.

II. Pre-requisites, co-requisites and other requirements:

BMGT 1303

III. Text and/or Other Requirements:

Contemporary Business Reporting Writing – 3rd ed., Kuiper, Thomson/South-Western

IV. Method of Instruction:

Lecture, group discussion and individual consultation with students

V. Course Content:

This course consists of practical training and experiences in the workplace. The college, along with the employer develop and document and individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid.

NOTE: Students who are already employed may satisfy course requirements through job-related problem solving/research.

VI. Learning Outcomes:

Learning Outcome 1: The student will be able to 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 OUTLINED IN THE LEARNING PLAN FOR THE STUDENT.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Complete a Learning Agreement Plan outlining learning outcomes and evaluation methods in coordination with the faculty supervisor and the work site Supervisor.
2. Complete a Learning Agreement Plan project that will be evaluated by both the faculty and work site supervisors.

The work site supervisor and the faculty supervisor will complete learning outcome evaluations at the completion of the co-op experience.

Learning Outcome 2: The student will be able to demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills AS OUTLINED IN THE LEARNING PLAN FOR THE STUDENT.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Use appropriate work procedures, tools, and equipment. This will be assessed by the work site supervisor.
2. Follow all safety procedures. This will be assessed by the work site supervisor.
3. Demonstrate positive work habits which will be assessed by the work site supervisor.

Learning Outcome 3: The student will be able to demonstrate appropriate written and verbal communication skills using the terminology of the occupation and the business/industry AS OUTLINED IN THE LEARNING PLAN FOR THE STUDENT.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Compile a written report/portfolio clearly demonstrating the relationship of the learning outcomes with the activities and shows the reflection on the experience. This outcome will be assessed by the faculty supervisor.

SCANS

The following SCANS skills will be included in this course:

Acquires and evaluates information (C5), and organizes and maintains information (C7).

Foundation skills included are: reading (F1), writing (F2), decision making (F8), problem solving (F9), reasoning (F12), responsibility (F13), self-management (F16), and integrity/honesty (F17).

VII: Course requirements and grade computation:

A. College Requirements:

1. A written comprehensive final examination, not to exceed three hours in length, shall be given at the end of each semester for each course at the regularly scheduled time. Any exceptions to these requirements must be approved by the appropriate dean. Other examinations are given at the discretion of the instructor.

A student who must be absent from a final examination should petition that instructor for permission to post pone the examination. A student absent without permission from a final examination is graded “F”. Postponed examination result in a grade of “I”. The final exam must be taken within 120 calendar days from the end of the semester or the grade automatically becomes an “F”. (San Antonio College Bulletin, Faculty Handbook – January 1995)

B. Departmental Requirement:

Workload: Students are responsible for reading and studying each chapter PRIOR TO class lecture and discussion of the chapter. **THIS IS VERY CRITICAL.** Your success in this class is dependent upon your continued commitment to maintaining a daily study time outside the classroom. You must stay current.

C. Instructor Requirements:

Grading Scale:

A	=	90	-	100
B	=	80	-	89
C	=	70	-	79
D	=	60	-	69
F	=	Below 60		

VIII: College Policies:

- A. San Antonio College does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs or services.
- B. “Students are urged not to bring children to either a class or a lab. Minors under the age of twelve (12) must not be left unattended on campus.” College Academic Council – April, 1998
- C. ADA Statement: “As per Section 504 of the Vocational Rehabilitation Act

of 1973 and the Americans with Disabilities Act of 1990, if accommodation is needed contact the Office of Disability Support Services, CAC 124C, Phone: (210) 733-2347”

- D. A Rapid Response Team exists for the purpose of responding to emergencies. If you have a disability that will require assistance in the event of a building evacuation, notify Disability Support Services, Chance Academic Center 124C, Phone: (210) 733-2347.
- E. Academic Dishonesty: Students may be subject to disciplinary proceedings resulting in an academic penalty or disciplinary penalty for academic dishonesty. Academic Dishonesty includes, but is not limited to cheating on a test, plagiarism and collusion. For additional information refer to the “Student Code of Conduct”: in the San Antonio College Bulletin.
- F. Students are required to silence all electronic devices (e.g., pagers, cellular phones, etc.) when in classrooms, laboratories and the library. College Academic Council, 01/2000.
- G. San Antonio College Attendance Policy: Regular and punctual attendance is required. A student absent for any reason is responsible for all work missed. Absences are recorded from the first day of class. A student absent the equivalent of two weeks of instruction, may be dropped by the instructor with a grade of “W.” Both tardiness and early departure from class are forms of absenteeism. The instructor establishes the policy with regard for each.
- H. San Antonio College is a smoke free campus.
- I. ACCD DPS Emergency Phone Numbers:
ACCD DPS Emergency Phone (210) 222-0911
ACCD DPS General Phone (210) 208-8099
ACCD DPS Weather Phone (210) 208-8189 – (For information on college closures)
- J. Students must also abide by the policies, procedures, and rules set forth in the “Student Code of Conduct” and all other policies set forth in the San Antonio College Bulletin.
www.accd.edu/sac/sacmain/schedule/SAC_Bulletin_05-06.pdf

IX. Miscellaneous Information

1. Retention Period For Student Work, Exams, etc:

Student papers and exams will be retained for one semester after the completion of the course.

2. Business Department

For degree plans, general syllabi outlines, and other information on your current course and faculty, please visit the Business Department website at: <http://www.accd.edu/sac/business> or contact us at (210) 733-2700.

3. Business Computer Lab

The Business Computer Lab is a student lab that is open to any Business Department student majoring in any of the departments programs and/or taking any department course. For more information, please contact the BCL at (210) 785-6058 or visit us on the web at <http://www.accd.edu/sac/business/lab>.