

## 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:** BNKG 2380 – Cooperative Education

**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.

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**I.                      Catalog Description:**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience that is directly related to a technical discipline, and specific learning objectives guide the student through the paid work experience.

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

Departmental approval

**III.                      Text and/or Other Requirements:**

None

**IV:                      Method of Instruction:**

Instruction will consist of:

1. Seminar environment for student exchange of information and
2. Private meetings (for each student) with the instructor aimed at perfecting the end product.

**V:                      Course Content:**

The student will define the work experience by producing a professional report.

**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 OUTLINE 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 showing the reflection on the experience. This outcome will be assessed by the faculty supervisor.

## SCANS

The following SCANS will be taught in this course:

Acquires and evaluates information (C5), interprets and communicates information (C7), understands systems (C15).

Reading (F1), writing (F2), arithmetic (F3), mathematics (F4), listening (F5), speaking (F6), creative thinking (F7), decision making (F8), problem solving (F9), seeing things in the mind's eye (F10), knowing how to learn (F11), reasoning (F12), responsibility (F13), self-esteem (F14), sociability (F15), self-management (F16), 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: Varies

**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 text, 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](http://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 year 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>.

SAN ANTONIO COLLEGE  
1300 SAN PEDRO AVENUE

DEPARTMENT OF BUSINESS  
SAN ANTONIO, TX 78212

COOPERATIVE EDUCATION IN BANKING AND FINANCIAL SERVICES  
BNKG 2380.242  
FALL 2007  
FINALIZED SYLLABUS-SERVICE LEARNING

Revision Date of Syllabus: AUGUST 6, 2007

Instructor: Maria F. Davis, MBA

Credits: 3 Hours

Class Location: National Training at Citigroup/ MLC 516 at SAC

Class Time: By pre-established, semester-long appointment

Office Location: MLC 516, inside Suite 518

Office Tel: 733-2021(direct line) Department Tel: 733-2846 Home Tel: 828-0044

Email: [mdavis1@mail.accd.edu](mailto:mdavis1@mail.accd.edu) FAX: 733-2845 Education Specialist: 733-2928

Office Hours: Campus: CITI: M: 5-6 p.m. Campus: M: 1-4p.m.; W 2-5p.m. R: 2-4p.m.

Broadway Bank: T: 5-6p.m.

## Catalogue Description:

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college and the employer. The student combines classroom learning with work experience that is directly related to a technical discipline. Specific learning objectives guide the student through the paid work experience.

Course Prerequisite: Departmental Approval

## Course Objectives and Outcomes

This is a SERVICE LEARNING COURSE at San Antonio College. The course is the result of a unique partnership among Citibank, Business Careers High School, and San Antonio College. It serves the objective of providing a platform for the Cooperative Education Course to be realized, therefore. Pursuant to that overriding objective, there are additional objectives of serving the financial, credit and credit-worthiness literacy of high school students who are often at the mercy of various vendors of credit services whose main intent is to make them and keep them indebted, and therefore poor, forever, a vehicle for professionals, who are also students in banking and financial services, to guide and influence high school students to practice sound money and credit habits, and from their experience for the professionals to realize that they are part of an enterprise to educate younger people to better quality of life through wise money and credit practices.

An additional objective is to give the students in this class the opportunity to speak in an open forum, to communicate with each other, and to write well. One last outcome, then, is for everyone who takes this class to become better at the art of communication and the art of writing.

## Methodology and Grading:

Since this is the capstone course on the Banking and Financial Services Program, there will be no test, quizzes, or examinations, and no final examination. In other Cooperatives which I have managed, a final professional product alone is the sole written requirement for the course. In *this* unique course this semester, there is no final product; rather there are mentoring sessions with high school students regarding financial literacy. Each student in this class will be assigned a high school student to mentor by Business Careers High School itself. The class will discuss the issues on money, credit, debt, and investment in preparation for each mentoring meeting held. There will be approximately four such meetings at Business Careers High School throughout the semester: one in September, one in October, and two in November. Each member of the class is to keep a journal (such as a diary) of what conversational topics arose during each individual mentoring session. We, as a class, will reflect on our Journal Notes during the next class meeting after each mentoring session.

Next, a two page paper is expected to be drafted for the following class meeting. I will cover the parameters of technical writing in each class prior to and after each mentoring session. When a first paper draft is turned in to me, I shall mark it for errors and comments and return it the following week. The week thereafter, a final, improved draft of the paper is due. Your final grade

in the course will be based on 1) your attendance in class and in your sessions with you mentee at Business Careers High School; 2) your precision at keeping an up-to-date Journal on each session transpiring; 3) the quality and timeliness of your written work; and 4) your willingness to influence and care for the financial stability of the high school students you serve.

#### Grade Composition:

Attendance in class	5%
Attendance at mentor sessions	20%
Reflections from Journals	20%
Service Learning Papers	40%
Quality of delivering on subject matter	<u>100%</u>

#### TENTATIVE CLASS OUTLINE

AUG 27	INTRODUCTION TO COURSE, SERVICE LEARNING PROJECT PAPERWORK DISTRIBUTION AND COLLECTION. CLASS DISCUSSION
SEPT 03	LABOUR DAY! NO CLASSES MEET
SEPT 10	REVIEW MONEY AND CREDIT MATERIAL FOR FIRST MENTORING SESSION
SEPT 17	REVIEW SAVINGS FUNCTION FOR FIRST MENTORING SESSION
SEPT 20	FIRST MENTORING SESSION WITH MENTEE AT BUSINESS CAREERS HIGH SCHOOL – TIME SHEET ENTRIES
OCT 01	REFLECTION ON FIRST MEETING WITH MENTEES COMMENTS FROM JOURNAL NOTES.
OCT 08	SERVICE LEARNING PAPER I DUE LEARNING HOW TO MENTOR STUDENTS ABOUT THE CONNECTION BETWEEN SAVINGS AND INVESTMENT
OCT 15	SAVINGS AS A STORED FORM OF MONEY INVESTMENT AS A STORED FORM OF WEALTH RETURN OF SERVICE LEARNING PAPER I
OCT 22	PREPARATION FOR SECOND MENTOR/MENTEE SESSION SECOND DRAFT OF FIRST SERVICE LEARNING PAPER DUE

- OCT 29 REFLECTION ON SECOND MENTORING SESSION  
COMMENTS FROM JOURNAL NOTES –TIME SHEET ENTRIES
- NOV 05 SECOND SERVICE LEARNING PAPER DUE  
DISCUSSION ON THE RELATIONSHIP BETWEEN MONEY AND INCOME  
PREPARATION FOR SECOND MENTOR/MENTEE SESSION
- NOV 12 RETURN OF SECOND SERVICE LEARNING PAPER  
REFLECTION ON THIRD MEETING WITH MENTEES  
COMMENTS FROM JOURNAL NOTES – TIME SHEET ENTRIES
- NOV 19 THIRD SERVICE LEARNING PAPER DUE  
SECOND DRAFT OF SECOND SERVICE LEARNING PAPER DUE
- NOV 26 PREPARATION FOR FOURTH MENTOR/MENTE SESSION  
RETURN OF THIRD SERVICE LEARNING PAPER
- DEC 03 REFLECTIONS FOURTH MEETING WITH MENTEES  
COMMENTS FROM JOURNALS  
THIRD SERVICE LEARNING PAPER DUE  
FOURTH SERVICE LEARNING PAPER DUE
- DEC 10 THERE IS NO FINAL EXAMINATION FOR THIS COURSE  
THE LAST WORK YOU TURNED IN ON DECEMBER 3 WILL BE  
SENT TO YOUR HOME ADDRESS FOR YOUR CONVENIENCE