

Brazosport College
Syllabus for CTEC 1380: Cooperative Education I - Technician

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COURSE 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 distance learning with work experience. Distance learning activities will focus on work related topics such as safety, self-initiative, goal setting, time management, leadership, communication, team skills, and continuous improvement. Students may register in only one co-op class per semester. (3 SCH, 1 lecture, 20 lab)

PREREQUISITES

Prerequisite: Process Op Co-op - Completion of or concurrent enrollment in PTAC 2420, PTAC 1408 and a 2.7 GPA or approval of the division chair. Lab Tech Co-op - Completion of or concurrent enrollment in CTEC 1441 and a 2.7 GPA or approval of the division chair.

COURSE GOALS

Students enrolled in the Chemical Technology program must work in a related job in the chemical industry at least 20 hours per week with satisfactory evaluations by the coordinator and the job supervisor.

TEXTBOOK OR COURSE MATERIAL INFORMATION

1. Covey, Stephen. Seven Habits of Highly Effective People. S & S Fireside, 1989.
2. Hicks, Gary. Co-Op Education I. Brazosport College, 2000.

LAB REQUIREMENTS

As needed for the job location.

STUDENTS WITH DISABILITIES

Brazosport College is committed to providing equal education opportunities to every student. Brazosport College offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software to assist students with special needs. Please contact the Special Populations Counselor, 979-230-3236, for further information.

ACADEMIC HONESTY

Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty including, but not limited to, cheating, plagiarism, and collusion shall be treated appropriately. Please refer to the Brazosport College Student Guide for more information; this is available online at <http://www.brazosport.edu/Web%20Part%20Pages/Sched.aspx>.

ATTENDANCE AND WITHDRAWAL POLICIES

Distance learning class attendance is not graded, but you must participate in the class to successfully complete the course. If you are unable to complete this course, you must complete and submit a withdrawal form with the registrar. If you stop participating in the class and do not withdraw, you will receive a performance grade, usually an “F”.

COURSE REQUIREMENTS AND GRADING POLICY

1. Students enrolled in the Chemical Technology program must work in a related job in the chemical industry at least 20 hours per week with satisfactory evaluations by the job supervisor.
2. Students must also participate in the on-line portion of the course with satisfactory evaluation by the distance learning coordinator.

Job Supervisor's Evaluation	100 points
<u>Distance Learning Coordinator's Evaluation</u>	<u>100 points</u>
TOTAL	200 points

ASSIGNMENT OF GRADES BASED ON THESE POINTS:

180—200	A
160--179	B
140--159	C
120--139	D
Below 119	F

TESTING

None.

MAKE-UP POLICY

None.

STUDENT RESPONSIBILITIES

Students are expected to fully participate in this course. The following criteria are intended to assist you in being successful in this course:

1. understand the syllabus requirements
2. use appropriate time management skills
3. communicate with the job supervisor and distance learning coordinator
4. complete on-line course work on time, and
5. work at least 20 hours in a job related to the chemical industry.

PROJECTS, ASSIGNMENTS, PORTFOLIOS, SERVICE LEARNING, INTERNSHIPS, ETC.

None.

OTHER STUDENT SERVICES INFORMATION

Information about the Library is available at

www.brazosport.edu/sites/CurrentStudents/Library/default.aspx or by calling 979-230-3310.

Information about study skills and tutoring for math, reading, writing, biology, chemistry, and other subjects is available in the Learning Assistance Center (LAC); see www.brazosport.edu/sites/CurrentStudents/LAC/default.aspx or call 979-230-3253.

To contact the Physical Sciences and Process Technology Department call 979-230-3427.

The Student Services provides assistance in the following:

Counseling and Advising	979-230-3040
Financial Aid	979-230-3294
Student Activities	979-230-3355

To reach the Information Technology Department for computer, email, or other technical assistance call the Helpdesk at 979-230-3266.

CTEC 1380 – CHEM. TECH. INTERNSHIP I SCHEDULE – Fall 2011

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Orientation:

Online at <https://online.brazosport.edu/>

How to Log into the Class

Access the course by going to: <https://online.brazosport.edu/>

Brazosport College students: Follow the instructions at

<http://www.brazosport.edu/sites/CurrentStudents/DistanceLearning/default.aspx> to login to the course in Desire2Learn.

Required Material (purchase from the BC bookstore):

1. **Blue Notebook** titled "Brazosport College Chemical Technology CO-OP Education I - CTEC 1380", by Gary Hicks. **This is to record your weekly work activities and schedule.**
2. "The 7 Habits of Highly Effective People" by Stephen R. Covey.

Important Dates:

New Student Data Sheet Due:

Sept. 12, 2011

Goals from Supervisor Due:

Sept. 19, 2011

Blue Notebook Due:

Week of Dec. 5, 2011

Supervisor's Final Evaluation Due:

Week of Dec. 5, 2011

Weekly Calendar

WEEK of	TOPIC
8/29	Orientation – read syllabus
9/5	Turn in New Student Data Sheet
9/12	Turn in Goals Sheet (Signed by the Supervisor)
9/19	Technical Overview, Safety
9/26	Seven Habits Introduction
10/3	Seven Habits Profile
10/10	Habit 1: Be Proactive
10/17	Habit 2: Begin with the End in Mind
10/24	Habit 3: Put First Things First
10/31	Habit 4: Think Win/Win
11/7	Habit 5: Seek First to Understand
11/14	Habit 6: Synergize
11/21	Thanksgiving Holiday
11/28	Supervisor's Evaluation Sent out
12/5	Supervisor's Evaluation Due Turn in Blue Notebooks
12/12	Final Grade Posted