LEWIS & CLARK COMMUNITY COLLEGE  
BUSN 280 C3 – BUSINESS CO_OP I  
COOPERATIVE EDUCATION WORK EXPERIENCE  
Web-enhanced Class Outline (Syllabus)  
Summer 2009

Instructor Information

Name: Bob DiPaolo  
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Hours: By Appointment Only  
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Office - (618) 468-4533  
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Website: http://www2.lc.edu/business/bd/bd.htm

Materials of Instruction

All required materials will be provided in digital from within WebCT.

Course Objectives

Upon successful completion of the course, a student should be able to:

1. Integrate classroom knowledge and skills with practical, on-the-job duties and responsibilities.
2. Maintain a comprehensive record-keeping system.
3. Analyze progressive work-related learning experiences.
4. Demonstrate successful achievement of short-term goals.
5. Prepare a written report describing the co-op learning experience in detail.

Course Activity Schedule and Deadlines: Routine interaction between student and instructor is required. If possible, submit all written assignments as e-mail attachments within WebCT. In addition to following the scheduling guidelines of the instructor, all course activities must be completed and all course documentation must be submitted no later than one week before the end of the current semester.

Timesheet & Activity Log: Maintain a detailed log using the form provided of your activities each week. Provide some brief explanatory details so that this portion of your assignment will give a good overview of the step by step process that was followed. A partially completed form without signatures may be requested by the instructor to monitor the progress of the student. The completed form must be signed by the student and the supervisor, and it must be submitted to the instructor at the end of the course.

Supervisor Evaluation: The supervisor will be provided with an evaluation form addressing the overall performance of the student. The completed document is to be submitted by the supervisor directly to the instructor. The supervisor is encouraged to share the information with the student.

Learning Documentation: A requirement of the course is to submit a completed report documenting the learning achieved for each established learning objective and an overview of the overall learning experience. For objectives that require the development of written materials, copies of the products must be submitted to the instructor. The specific format and content of the learning documentation will be mutually determined by the student and the instructor.
<table>
<thead>
<tr>
<th>Activity</th>
<th>Assignment Due</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Apply for co-op enrollment approval</td>
<td>-Submit Co-op Application Form</td>
<td>Prior to the beginning of the desired time of the co-op work experience, but after the minimum prerequisites have been met</td>
</tr>
<tr>
<td>-Obtain co-op work environment opportunity</td>
<td>-Advise instructor of work environment details</td>
<td>Prior to the beginning of the desired time of the co-op work experience</td>
</tr>
<tr>
<td>-Upon approval, obtain course section information from the instructor and enroll in the course</td>
<td>-Complete enrollment process</td>
<td>Prior to the beginning of the desired time of the co-op work experience, but after the application has been submitted and plan approved by the program coordinator</td>
</tr>
<tr>
<td>-Establish learning objectives</td>
<td>-Submit completed Learning Objectives Form</td>
<td>Prior to the beginning of the desired time of the co-op work experience, but after the application has been submitted and plan approved by the program coordinator</td>
</tr>
<tr>
<td>-Enter into learning agreement with supervisor and instructor</td>
<td>-Submit completed Learning Agreement Form</td>
<td>Prior to the beginning of the desired time of the co-op work experience, but after the application has been submitted and plan approved by the program coordinator</td>
</tr>
<tr>
<td>-Complete the learning experiences and the required work hours</td>
<td>-Submit completed Timesheet &amp; Activity Log Form</td>
<td>At the end of the co-op work experience (Interim requests may be made by instructor to view partially completed form)</td>
</tr>
<tr>
<td>-Verify that the supervisor has submitted evaluation.</td>
<td>-(BY SUPERVISOR) Submit Evaluation Form directly to instructor.</td>
<td>At the end of the co-op work experience</td>
</tr>
<tr>
<td>-Document the specific learning achieved and projects completed</td>
<td>-Submit Learning Documentation Report with appropriate attachments</td>
<td>At the end of the co-op work experience</td>
</tr>
</tbody>
</table>

**Evaluation of Student Achievement:** A standard grading scale (90% or above for an A, etc.) will be used with adjustments for unusual score distributions. The final grade will be based on (possible points in parentheses): Activity Log (100 points), Supervisor Evaluation (200 points), and Learning Documentation (700 points). All scores will be added together (1000 possible points total) to determine your final semester grade. Plagiarism will result in a zero grade for the assignment and other possible consequences that may include failure of the course and further disciplinary action.

**Disability Accommodations:** If you need an accommodation based on the impact of a disability, please inform your instructor as soon as possible. An appointment will be arranged in order to discuss the course format, anticipate your needs and explore potential accommodations. A Special Learning Needs Counselor is available for assistance in verifying the need for accommodations and accommodation strategies. If you have not previously contacted that office, it is suggested that you do so at 468-4126 or 468-4211.

**Academic Dishonesty:** Assignments that have been copied from another student or another source will not be scored. “Academic dishonesty including, but not limited to, cheating, plagiarism, and forgery, violates the STUDENT CONDUCT CODE and will lead to disciplinary action up to and including expulsion as explained in the school catalog. The following website will give you in-depth information on the definition of plagiarism and more. Please visit this site if you need clarification.

[http://www.turnitin.com/research_site/e_what_is_plagiarism.html](http://www.turnitin.com/research_site/e_what_is_plagiarism.html).

While every effort will be made to adhere to the details of this syllabus, they are subject to change in the event of extenuating circumstances.