



ITSC 2380 001: Cooperative Education - Computer and Information Sciences

Course Syllabus: Fall 2024

“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”

Will McWhorter, Ph.D.

Office: Math / Science 114

Phone: 903-434-8223

Email: wmcwhorter@ntcc.edu

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	9:00 – 9:30	9:00 – 11:00 1:30 - 2:00	9:00 – 9:30	9:00 – 11:00 1:30 - 2:00	None	By Appointment

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Catalog Course Description: (3 Semester Credit Hours), (1 hour lecture, 16 hours work per week) 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. Includes a lecture component. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.

Prerequisite(s): Instructor Approval

Student Learning Outcomes:

- Students will 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.
- Students will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and the appropriate written and verbal communication skills using the terminology of the occupation and the business / industry.

Evaluation/Grading Policy:

Grades based on successful student work and time requirements.

Required Instructional Materials:

Required Textbook

No formally required textbook.

Communications:

The best method for communication with the instructor is through email wmcwhorter@ntcc.edu Every effort will be made to respond within 24 hours to student emails. It might take up to 48 hours on weekends. Students can also communicate in person outside of class by visiting the instructor during official office hours.

Course Policies:

Withdrawal

Students who wish to drop the course must do so by the deadline for student-initiated withdrawal. If circumstances cause you to stop attending classes, then you must still officially withdraw or expect to receive an F in the course. In addition, the instructor may withdraw a student from the course if the student fails to attend three consecutive class meetings.

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.