



**NORTHEAST TEXAS
COMMUNITY COLLEGE**

Cooperative Education Ag Business Management

Course Syllabus: Spring 2025

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

Instructor: Rene’ McCracken

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	
	8 am to 9 am	1:30 pm to 3:20pm	8am to 9 am	1:30 pm to 3:20pm	By appointment	

The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

Course Description

3 credit hours. Lecture/Lab/Clinical: Assignment briefings with Ag faculty and fifteen to twenty hours of on-the-job work experience each week. Prerequisite: Sophomore standing and approval of the agriculture faculty.

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. (Fall, spring, summer) Note: course AGMG 238(1) may be taken in succession for meeting differing objectives as a credit course.

Course Objectives (will vary depending on position and experiences)

1. Apply theory, concepts and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interacting within and among political, economic, environmental, social and legal systems associated with the occupation and the agriculture business.
2. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills and appropriate written and verbal communication skills using the terminology of the agriculture business.

Text

None required. Handouts will be provided. As we move through the semester I will provide you with references for particular techniques that might be of interest, usually books.

Lecture Schedule (subject to revision)

Students are required to keep a weekly log of hours signed by their direct supervisor. They are also required to have three evaluation meetings with instructor to determine progress.

Students that do not complete the 10 week course or lose employment will receive a failing grade or incomplete unless other arrangements are made.

Students must complete an exit essay upon completion of the cooperative study.

Assignments:

Students are required to complete the course information handout with their employer within the first week of classes and return to instructor. Instructor may call supervisor and request proof

of work any time during the course. A final work performance interview will be completed at the end of the course. Grade will be based on job performance and review from employer.

Communications: Turnaround time for email responses within 24 hours weekdays and by Monday over the weekend. *Reminder: NTCC email is the official form of communication used by the college and is how I prefer you contact me.

Institutional/Course Policy:

Student Responsibilities/Expectations:

Students are required to participate in all classroom activities. Students are expected to be on time and ready to begin when classes start. Brain teasers or quizzes will be done in the beginning of each class period and students will only have the first 2 minutes to determine their answer. Points will be given for correct answers and no make-ups are available. Students may utilize bonus points on any one grade average but not your final grade. Student should be courteous and treat one another with respect to allow for a peaceful and effective learning environment.

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.