

**COURSE SYLLABUS Summer 2019**  
**Cooperative Work Experience BBG 295 CRN2005**  
**Online**

**Professor: Sue Lugli**

**Office Location: Wheaton Hall, Room 313**

**Office Hours: Summer by appointment**

**Office PHONE– EMAIL directly first.**

**Office e-mail: [SLugli@mxcc.edu](mailto:SLugli@mxcc.edu)**

Emergency only – my cell phone – 207-807-8240 – you can text me but let me know who you are and what class you are in

The absolute best way to contact me is to email directly. I get email faster. The email/message on blackboard does not always work. I have an ask the instructor forum on Blackboard. That also emails me.

Class starts on June 2<sup>nd</sup> and end August 12th, 2019

**\*\*The Professor reserves the right to change this syllabus at any time.\*\***

**Importance of Course in Program/Discipline:**

**SCOPE OF COURSE: 3 Credit Hours**

**Course Description:**

This is a work experience course for outstanding business students who want a challenging opportunity to apply their knowledge and skills in a business, education, or community organization. This is a project-based course. Students will engage in periodic written reports to the faculty advisor and/or site supervisor, and present final summaries of their field-work experiences at the end of each semester. There will be several projects due that will be a reflection of learned educational and career outcomes.

**Prerequisites:**

Students must have successfully completed a minimum of 24 credits hours with a minimum GPA of 2.5, and be approved by the Program Coordinator.

Goals:

1. To provide students with an opportunity to put classroom learning, theory, and concepts into actual practice.
2. To provide students with the experience of working with business related projects under the supervision of professionals in the field.
3. To provide students with a project experience that has an impact within a professional situation that reaches beyond the isolated and simulated experience of the classroom.

**PROGRAM/DISCIPLINE LEARNING OUTCOMES CONTAINED IN COURSE**

By the end of the course the student will be able to:

1. Acquire skills required for successful performance in a related, professional position.
2. Perform job tasks accurately and efficiently.
3. Demonstrate a professional attitude.
4. Apply business skills and knowledge from coursework to real world examples.
5. Apply critical thinking and decision-making ability in order to function with a minimum of supervision.
6. Communicate effectively verbally and in writing.
7. Demonstrate effective human relations skills in a diverse workplace.
8. Act ethically in relationships with colleagues, staff, and visitors.
9. Demonstrate effective use of individual and team workplace skills.
10. Develop leadership skills based on personal and professional integrity.

11. Expand on classroom concepts and apply critical thinking to real world examples.
12. Prepare a comprehensive report and reflection on the entire work experience.

### **Course Evaluation and Grading:**

#### **COLLEGE POLICY:**

**All policies are presented in the College Catalog.**

**Texts: 7 Habits of Highly Effective People (with New Foreword) Edition: N/A**

**Author:** Covey

**ISBN:** 9780743269513

**Copyright Year:** 2004

**Publisher:** Simon & Schuster

**Grading Policy:** The final grade will be computed as follows:

Weekly Online Journal	25%
Linked In Assignment	25%
Self-evaluation /Report/review	25%
7 Habits paper	<u>25%</u>
	100%

**Assignment details are found on Blackboard. Final Grades will be determined by applying the percentages listed above to the graded work submitted to meet course requirements. All graded work must be submitted to Blackboard. Use the Blackboard grade book to review your grades. Assignments submitted in Blackboard must be in the proper format for the given assignment.**

#### **Grading Scale**

A = 93-100

A- = 90 - 92.9

B+ = 87 - 89

B = 83- 86

B- = 80 - 82

C+ = 77 - 79

C = 73 -76

C- = 70 - 72

D+ = 67 - 69

D = 64- 66

D- = 60 - 63

F = 59 and below

#### **Communication Plan:**

These are my expectations for electronic communication:

- Post all questions regarding course readings, assignments, or assessments to the Discussion Board.
- Please use email (course messages) **\*ONLY\*** when the subject is of a personal and confidential matter. If the question you ask is of a nature that even one other person in the course could benefit from the answer, post the question in the appropriate discussion board forum.
- Use APA Style for written submissions in this course [www.apastyle.org](http://www.apastyle.org).

**Attendance Policy:**

Attendance in face-to-face courses and regular activity in online courses is essential to student success. If you have decided not to continue in a course, do not simply stop attending. You need to withdraw officially. Only students who withdraw from class will receive a grade of W. Otherwise, students will receive the grade they have earned.

**ADDITIONAL SYLLABUS INFORMATION AND COLLEGE POLICIES:**

For information about the college's policies and procedures regarding academic honesty, accessibility/disability services, non-discrimination, attendance, audio-recording in the classroom, grade appeals, plagiarism, religious accommodations, weather/emergency closings, and more, please go to the following website: [www.mxcc.edu/catalog/syllabus-policies/](http://www.mxcc.edu/catalog/syllabus-policies/)