

**EASTERN KENTUCKY UNIVERSITY**  
**Department of Technology**  
**EET 349**

**DESCRIPTION**

**EET 349: Cooperative Study / Applied Learning: CET/CEN (Credits 1-8)**

The Cooperative Study / Applied Learning in Computer Electronics Technology (CET) or Computer Electronic Networking (CEN) is a method of study that incorporates career-related work experience into the curriculum. The practical application of this concept is that students work in jobs directly related to their majors and future careers while gaining real life work experience and obtaining a salary before graduation while acquiring college credit.

**EET 349 Applied Learning: CET/CEN.** Work under faculty and field supervisors in placements related to academic studies in Computer Electronics Technology (CET) or Computer Electronic Networking (CEN). Transfer students must have completed at least 12 hours of coursework at ECU. Total maximum hours: 8, associate; 16 baccalaureate. A minimum of 80 hours work required for each academic credit. **Prerequisite:** Departmental approval, sophomore (30-59 hours) or higher standing and minimum of 2.5 GPA.

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**Coordinator:**

Dr. Dennis Field  
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**Office Hours:**

Monday, Tuesday, and Thursday: 8:30 to 11:00 a.m.  
Monday and Tuesday: 1:30 to 2:45 p.m.  
*The above times are my normal office hours, but special circumstances may require me to be elsewhere occasionally, so call ahead if possible. You are welcome to stop by or make an appointment at other times as well.*

**Materials Fee:**

Not applicable.

**Texts:**

Not applicable.

**Field Trips:**

Not applicable.

**Acknowledgement:**

This syllabus is adapted from information that can be found on the ECU Co-op website:  
<http://www.coop.eku.edu/>

**Other Resources**

Check the EET 349 course listing in Blackboard for additional information. There *may* be web sites, suggested references, etc. added as the course progresses.

## **Purpose**

The purpose of this program is to allow students to gain career-related, professional work experience before graduation.

## **Academic Honesty:**

Academic honesty is fundamental to the activities and principles of any university. All members of the academic community must be confident that each person's work has been responsibly and honorably acquired, developed, and presented. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. The academic community regards academic dishonesty as an extremely serious matter, with consequences that range from probation to expulsion. Academic dishonesty is not only a basis for disciplinary action but is also relevant to the evaluation of the student's level of performance. Academic honesty requires that students do not cheat, or knowingly assist another to do so. Other unacceptable behavior includes plagiarism, which is the submitting of someone else's work as your own, and the unauthorized access to or changing of grades or examinations. Students should also be aware that submitting or performing essentially the same piece of work for credit in different classes is considered dishonest unless all faculty members involved have agreed in advance to allow it. When in doubt about plagiarism, paraphrasing, quoting, or collaboration, consult the course instructor.

## **Course Outline**

The Co-op program is flexible. Students have a choice between working multiple semesters in the alternating, parallel and/or combination Co-op plans.

- The alternating plan consists of rotating semesters spent working at a co-op job with semesters taking classes on campus.
- The parallel plan allows the student to enroll in classes and to work part-time each semester.
- The combination plan allows the student to work a combination of parallel and alternating.

In addition to the Co-op Program, Applied Learning is also offered.

- Applied Learning is an academic course that allows students to gain work experience directly related to their major or career goals.
- Applied Learning is an assignment that does not meet the Cooperative Education standards.
- Students that participate in the Applied Learning Program must follow the same guidelines in the Co-op Handbook.

## **Student Progress**

The instructor will provide the students with a midterm grade via Blackboard as evidence of their progress in the course prior to midnight on October 6, 2006.

## **Attendance Policy:**

Students are expected to adhere to employer policies regarding attendance, and are expected to attend all required meetings and conferences with their co-op coordinator.

## Course Objectives

The instructional co-op course provides a means for students to achieve academic, professional and personal outcomes as follows:

1. Academic – The student integrates classroom theory with workplace practical training.
2. Professional - The student clarifies career goals, gains an understanding of workplace culture and workplace competencies, benefits from professional networking, and has better access to after-graduation employment opportunities.
3. Personal - The student learns his or her strengths and weaknesses, develops/enhances interpersonal skills, and obtains earnings to assist in supporting college expenses.

## Institutional Expectations

Every co-op student is expected to become familiar with the contents of the Cooperative Education Program handbook (available online at <http://www.coop.eku.edu/>). The student should refer to it frequently to ensure that all requirements are completed at the proper times. The student should check to make sure he or she is familiar with any additional requirements within home department. From time to time, additional information and materials will be sent to the student from the Co-op Office. Questions should be promptly directed to the Co-op Office and/or the Faculty Co-op Coordinator in the student's home college or department.

## Course Assessment

The student will be assigned an immediate or field supervisor by the employer to provide direction and coordinate on the job duties. The field supervisor will be responsible for providing periodic and final evaluation reports of the student and forwarding this information to the Co-op Director. Copies of these reports will be forwarded to the Co-op Coordinator in order to assign the final grade. Although the employer (field supervisor) will appraise the student's performance, the grade will be assigned by the department in accordance with established criteria and through a comprehensive evaluation. While the Co-op Program offers both letter and pass/fail grades, it is the policy of the Department of Technology to assign only the grades of "Satisfactory" or "Unsatisfactory" (S/U).

During the work periods, the student is considered a full-time or part-time employee of the company or agency furnishing employment. As such, the student is subject to the employer's rules and regulations. In some cases, co-op students are placed in a separate classification and, in others, are worked into the regular job classification used for employees doing the same type of work. In either case, the student will be advised by the employer of the policies governing working conditions, hours of work, and other matters concerning employment. It is expected that the student will conform explicitly to these rules and regulations. Failure to do so will subject the student to the disciplinary and corrective procedures of the employer and will be reflected in the evaluation completed for each work period by the employer. The evaluation is used in determining a grade for co-op. It is emphasized that personal appearance and attendance are extremely important factors.

When evidence indicates that the student is performing short of the attendance, or any other co-op program or employer standard, academic disciplinary action may be taken. Failure to improve academic and/or work performance after being consulted by appropriate Faculty Coordinator/Co-op Director may result in a student being dropped from the program. (A student can be terminated without having been warned.) A student dropped from the program

may, in some cases, be permitted to re-enroll. Applications for re-enrollment will be considered on an individual basis by the Co-op Coordinator and Co-op Director.

### **Provision for Individual Needs:**

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by email at [disabilities@eku.edu](mailto:disabilities@eku.edu) or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

### **Required Activities and Assignments:**

The university requires a minimum of 80 hours of career related work experience for each semester hour of academic credit, but all students must work the entire course of the semester (16 weeks in the spring and fall semesters, and 12 weeks in the summer). Academic credit will be awarded for Cooperative Education only when the student is enrolled at Eastern Kentucky University in the Cooperative Education Program.

To participate in the Cooperative Education Program, the student must demonstrate above average academic performance, maintain that level of achievement after placement with an employer, and meet all other requirements of the program. An Employer Agreement will be signed by the student, the student's employer, and a representative of the university to help explain responsibilities of each. Specifically, this means that the student must:

1. Maintain a minimum grade point average of 2.0. Note: The Department of Technology target is a minimum grade point average of 2.5.
2. Remain on or ahead of contract schedule in the courses required for graduation.
3. Satisfactorily perform the work assignments for each work period.
4. Complete and submit to the Co-op Office all required reports.
5. Attend all required meetings and conferences with the designated co-op coordinator.
6. Adhere to all policies of the employing firm.
7. Report to work promptly, and in the event of illness or emergency, notify the employer and coordinator promptly.
8. Direct energies to the completion of work assignments.
9. Ask for additional challenges to expand the breadth of practical experience. Each semester, the employer is expected to increase the student's level of responsibility. If the student receives no additional challenges, he or she should contact the Co-op Office as soon as possible.
10. Continue to pursue academic requirements toward a degree.
11. Not apply for unemployment benefits from State Office of Human Resources while in a co-op position.

12. Read and become familiar with the operation of the program as explained in the Student Handbook.
13. Adhere to all policies of the Cooperative Education Program.

### **Assignments Co-op Students Must Complete**

**Resume**- must be uploaded in to the Co-op PlacePro database. The resume must be complete prior to the student's appointment with the Career Counselor. Information to assist the student in developing his or her resume can be found on the Co-op website [www.coop.eku.edu](http://www.coop.eku.edu) prior to scheduling an appointment with our Career Counselor. If the student currently has a co-op job, the resume is due at the time the student registers for co-op.

**On-Line Orientation**-All students must successfully complete the Co-op Orientation located on Blackboard. This should be completed immediately after receiving approval from the faculty coordinator.

**Student Report**- The student must answer the following questions in the PlacePro database: First semester and new Co-op assignments must answer questions 1-7. The total responses must be a minimum of 400-500 words in complete, detailed, and coherent sentences. Any materials prepared by the employer which describe the nature, products, history, etc., of the company may also be submitted. The purpose is to encourage the student to learn as much as possible about his or her employer. The student should be sure to discuss the following questions in the report:

1. Provide a brief history of your co-op employer (must include the functions, products/services provided). Your response should be at least one paragraph.
2. What were your primary work responsibilities as a co-op student and were your duties consistent with the job description on file in the Co-op Office? Your response should be at least one paragraph.
3. Identify three courses (at least one in your major) and explain how these courses prepared you for your Co-op position (example: English 102 enhanced my writing skills that helped in preparing reports.)
4. Relate how your co-op assignment enabled you to apply the theory learned in the classroom.
5. What specific "on-the-job" activities (minimum of two) do you feel helped you gain the most knowledge? (These activities may be either positive or negative. Also, please share this information with your departmental faculty.) How did this knowledge prepare you for your career field?
6. What was the most beneficial aspect of your on-the-job co-op experience and why?
7. What was the least beneficial aspect of your on-the-job co-op experience and why? (Please be honest.)

Multiple semesters (2 or more in the same job) must answer questions 8- 11. – In order for the student to gain the most from a multiple semester Co-op, the employer is required to expand and increase the student’s job responsibilities; therefore, the student should respond to the questions in complete, detailed, and coherent sentences:

8. Indicate at least two of the most important things that you learned while on your Co-op assignment this semester? (Please share this information with your departmental faculty and peers.)
9. Indicate additional courses that prepared you for the increased responsibilities for your continuing co-op assignment and explain in detail? See example: (example: Computer Science 390 enhanced my computer programming skills in Visual Basic.)
10. What was the most beneficial aspect of your on-the-job co-op experience and why?
11. What was the least beneficial aspect of your on-the-job co-op experience and why? (Please be honest.)

This report is due in the Co-op PlacePro system approximately three weeks before the end of any given semester.

The student is not to submit reports prepared for the employer if the information is of a classified nature and cannot be discussed freely. In such cases, a description of the general nature of the duties will be sufficient. These reports are kept on file by the Co-op Coordinator and in the Co-op Office.

All written reports will be reviewed by the student’s coordinator. They will not be returned unless they are unsatisfactory. These reports will be used as a means of assessing co-op experiences and employment situations.

**Student Outcome Assessment**- This is an opportunity for the student to evaluate his or her own progress in developing knowledge and skills from the co-op experience. It is important that the student make every effort to be as realistic as possible in order to track his or her own growth as he or she moves forward in progressively responsible assignments.

Individual departments may require additional reports/journals prior to the end of the semester which are used to determine the student’s final grade.

**Faculty Coordinator Visitation**- A conversation with the Faculty Co-op Coordinator and the supervisor should be conducted before the end of the co-op experience each school semester. This may be very brief, assuming the student has no problems at work or in school.

**Exit Interview**- The student is expected to meet with the Faculty Coordinator at the end of each semester for an exit interview regarding completed work experience and future plans. This interview may be conducted either in person or online via a Blackboard survey.

**Notes:**

1. Do a great job! Learn all you can!
2. Immediately communicate with the Co-op Coordinator and the Co-op Office if problems

occur.

3. Submit all assignments by deadline dates on-line.
4. The assignments will be automatically available to your Faculty Co-op Coordinator when submitted on-line to the Co-op Office.
5. **Resignation**-The Cooperative Education Program is open on a voluntary basis (some programs require co-op) to students who demonstrate ability to do above average academic work at ECU. Once you accept employment, you are expected to remain in the program until all requirements have been completed. It is recognized, however, that extenuating circumstances may occasionally arise when you find it necessary to change employment or to resign from the co-op program. In taking such action, it must be accepted that a key element in making the decision to resign from a co-op position is that re-employment is possible—if so desired—and that the employer will provide a favorable letter of recommendation. Accordingly, resignations must be handled with extreme care and with prior approval from your coordinator and the Director of the Co-op Office. When considering such action, your first contact must be with your Co-op Coordinator and the Co-op Director. A frank discussion should be conducted, which reviews all factors leading up to the intended resignation. When approved, all resignations must be in writing—addressed to your employer, with a copy to the Co-op Coordinator and the Director of the Co-op Office. All resignations from co-op employment, or from the program, should be submitted immediately. This deadline is established to ensure sufficient time to place another co-op student in the position vacated

## **Tentative Schedule:**

### **Course Outline**

#### **Fall 2006 Due November 28**

The student is to complete and submit the following items:

1. Resume
2. Online Orientation - Accessible through "Blackboard". Due prior to the student's first day on your job.
3. Student Report - Completed in PlacePro. Additional assignments may be required by the student's Co-op Coordinator.
4. Outcome Assessment (Evaluation) - Completed in PlacePro
5. Timesheet - Fall 2006 **Due December 8th** - Must be signed by the student's supervisor.
6. The student should also check with faculty coordinator for departmental assignments. (Continuing Co-op students must check with their coordinator for any new assignments/syllabus each semester)

All written reports will be reviewed by the student's coordinator and kept on file. They will not be returned unless they are unsatisfactory, but they may be seen and reviewed at any time. These reports will be used as a means of assessing co-op experiences, employment situations and used by the career counselor as reference materials.