Co-op
GNBPT 196/296/496-07
1-6 credits per semester
Rhonda Combs
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208.792.2315
Sam Glenn Complex Room #200G
Tuesdays/Thursdays 8:00-9:45 a.m.
None
None
Web space will be provided for your project(s)
January 2015

PURPOSE:
The purpose of the Co-op credit requirements in the Web Development degree programs (AAS, BAS, and BASAT) is to add meaningful collaboration between the classroom and the real-world. Students are expected to work on projects or regular jobs for organizations (or individuals as approved by the Faculty Supervisor). The first task assigned is for students to find or choose a co-op project to work on during the semester that is appropriate for the number of co-op credits taken (45 hours of work are required for each credit). The supervisor may be able to help find co-op opportunities but the primary responsibility will be on the student.

METHODS OF INSTRUCTION:
This course will utilize regular activities and reporting appropriate to the specific project assigned. The instructor will assign a limited number of assigned tasks to be completed by all students. Some students will be required to be at Web Dev Club meetings to collaborate on development projects and other assigned activities. The Web Dev lab (SGC 124) will be open at times for student use. A key component to this course is to communicate regularly with the faculty on issues that need to be resolved in a timely manner. In some cases, the coordinator will need to contact co-op liaisons. The first report due will be a project/co-op proposal to be approved by the faculty. All submissions for credit will need to be recorded through the website.

Students will be exposed to the challenges and opportunities of working on information technology projects within an organization or business. The co-op experience is intended to capstone the degree's coursework.

METHODS OF EVALUATION:
Letter grades will be assigned as a final grade/evaluation at the end of the study. Letter grades are given based upon professionalism, promptness, and activity timeliness and completion.

Students will be graded on two components as follows:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Instructor Evaluation</td>
<td>50%</td>
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<tr>
<td>Activities</td>
<td>50%</td>
</tr>
</tbody>
</table>
Grades will be awarded as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
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<tbody>
<tr>
<td>A</td>
<td>90%-100%</td>
</tr>
<tr>
<td>B</td>
<td>80%-89%</td>
</tr>
<tr>
<td>C</td>
<td>70%-79%</td>
</tr>
<tr>
<td>F</td>
<td>Below 70%</td>
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</table>

Cheating is unacceptable behavior. Students involved in cheating may be given an F for the course. Further disciplinary action may be taken.

**DUE DATES:**
All reports must be submitted by the due date. Late reporting will not be accepted.

**EXPECTED LEARNING OUTCOMES:**

<table>
<thead>
<tr>
<th>Skill</th>
<th>Description</th>
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<tbody>
<tr>
<td>Information technology project collaboration skills</td>
<td>Applying web applications and technologies to the functional specification of the stakeholders</td>
</tr>
<tr>
<td>Communicating clearly with IT professionals and end-users</td>
<td>Marketing and e-commerce</td>
</tr>
<tr>
<td>Working through the design process from planning to management</td>
<td>Working with contemporary business applications</td>
</tr>
<tr>
<td>Apply standards-based programming techniques to meet customer specifications</td>
<td></td>
</tr>
</tbody>
</table>

**CONSUMER INFORMATION:**
In 2008, the federal government required all post-secondary institutions offering federal financial aid programs to provide key data to both prospective and current students. To comply with this requirement, Lewis-Clark State College has developed a consumer information page.

**DISABILITY ACCOMMODATIONS:**
Students requiring special accommodations or course adaptations due to a disability and/or a health-related issue should consult their course instructors and the LCSC Student Counseling Center immediately (RCH 111, 792-2211). Official documentation may be required in order to provide an accommodation and/or adaptation.

**STUDENT RIGHTS AND RESPONSIBILITIES:**
Students have the responsibility for knowing their program requirements, course requirements, and other information associated with their enrollment at LCSC. Students should review the LCSC General Catalog and the LCSC Student Handbook for more information.

**ACCIDENTS/STUDENT INSURANCE:**
Students participating in LCSC classes normally must look to their personal health insurance policy (Student Health Insurance Plan or comparable private coverage) should an accident occur. In the event of an accident, please seek medical help, if necessary, and report the incident to LCSC Security (792-2226). Fieldtrips or other special student activities may also require students to submit a signed participation waiver (forms can be obtained from the supporting Division Office).

**ENROLLMENT VERIFICATION/ATTENDANCE:**
Students who are not actively pursuing their classes may have to repay part or all of their financial aid awards depending upon the circumstances.
ACADEMIC DISHONESTY:
Academic dishonesty, which includes cheating and plagiarism, is not tolerated at LCSC. Individual faculty members will impose their own policies and sanctions regarding academic dishonesty. Students who are accused of being academically dishonest may be referred to the VP for Student Affairs for official disciplinary action.

ILLEGAL FILE SHARING:
Students using LCSC’s computers and/or computer network must comply with the college’s appropriate use policies and are prohibited from illegally downloading or sharing data files of any kind. Specific information about the college’s technology policies and its protocols for combating illegal file sharing may be found on the VP for Student Affairs’ web page (http://www.lcsc.edu/student-affairs).

DIVERSITY VISION STATEMENT:
Regardless of race, color, age, sex, religion, national origin, disability, veteran status, or sexual orientation, you will be treated and respected as a human being (http://www.lcsc.edu/diversity).