

## Course Syllabus

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NOTE: This syllabus is subject to change during the semester . Please check this syllabus on a regular basis for any updates.

**Department** : Culinary Arts

**Course Title** : Co-Operative Ed-Culinary Arts

**Section Name** : CHEF\_2380\_998

**Start Date** : 01/17/2012

**End Date** : 05/10/2012

**Modality** : FACE-TO-FACE

**Credits** : 3

## Instructor Information

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**Name** : Paul Porras

**OC Email** : pporras@odessa.edu

**OC Phone #** : (432) 335-6320

## Course Description

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BMGT 2382 Cooperative Education Business Administration and Management, General (52.0201) (1-20)  
3hours

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. As outlined in the learning plan, the student 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 and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

## Prerequisites/Corequisites

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Consent of department chair

## [Scans](#)

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SCANS 5, 7, 9, 10, 11

## Course Objectives

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- **Accrue a minimum of 320 hours worked in their Cooperative Education training station.**
- **Attend 16 hours of life/work skills seminars and complete class assignments.**
- **Develop and submit five goals and objectives to the faculty coordinator.**
- **Turn in a timesheet to faculty coordinator.**
- **Participate in two site visits conducted by faculty coordinator.**
- **Submit a final reaction paper.**

## Special Needs

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Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

## Learning Resource Center (Library)

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The Library, known as the [Learning ResourcesCenter](#), provides research assistance via the [LRC'scatalog \(print books, videos, e-books\)](#) and [databases\(journal and magazine articles\)](#). [Researchguides](#) covering specific subject areas, [tutorials](#), and the "[Ask aLibrarian](#) " service provide additional help.

## Student E-mail

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Please access your [Odessa College Student E-mail](http://www.odessa.edu/gmail/), by following the link to either set up or update your account:<http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

## Student Portal

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Please access your [Odessa College Student E-mail](http://www.odessa.edu/gmail/), by following the link to either set up or update your account:<http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

## Technical Support

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For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

## Required Readings/Materials

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TBA

## **Course Requirements (Lectures, Assignments and Assessments)**

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### **Classroom Facilitator - 30%**

- **Attendance**
- **Timely completion of assignments**
  - **Goal Setting**
  - **Resume**
  - **Reaction Paper**
- **Participation in class discussion**

### **Faculty Coordinator - 70%**

- **Timely completion of paperwork**
  - **Student Agreement**
  - **Training Station Agreement**
  - **Learning Contract**
- **Supervisor's evaluation**
- **Coordinator's evaluation**

### **Important School Policies**

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For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).