

To access the detailed syllabus for a specific instructor, please log in to DSCC eLearn at [www.dsc.edu](http://www.dsc.edu) on the first day of classes.

Course Information	
<b>Course Description:</b>	This course is designed to provide college credit for a student acquiring supervised on-the-job experience that is closely related to STEM (Science, Technology, Engineering, and Math). Students will spend 135 hours in an off-campus work setting and will apply their knowledge to real-world situations, build relationships, and experience a STEM associated work culture. Students will secure an appropriate work environment and will be under the supervision of an experienced supervisor. The on-the-job supervisor will complete an evaluation of student performance at the completion of the experience. Students must also create a student portfolio and attend a career preparation seminar prior to beginning work placement. 3 hours lecture.
<b>Learning Outcomes:</b>	<p><b>Upon successful completion of the course, the student will be able to:</b></p> <ul style="list-style-type: none"> <li>• explain the benefits of cooperative education</li> <li>• demonstrate proper office communication utilizing interpersonal skills, email, memos, and professional correspondence</li> <li>• demonstrate proper office decorum, politeness, and respect for all workers and supervisors</li> <li>• demonstrate time management skills including punctuality, timeliness, and task coordination</li> <li>• demonstrate a positive attitude toward work, the work environment, peers, and supervisors</li> <li>• demonstrate a good work ethic</li> </ul>
<b>Prerequisites:</b>	BIOL 1110 or BIOL 2010 or CHEM 1110 or PHYS 2010 or PSCI 1110
Textbooks, Supplementary Materials, Hardware and Software Requirements	
<b>Required Textbooks/ Courseware:</b>	Visit the DSCC Bookstore at <a href="http://www.dsc.edu/bookstore">http://www.dsc.edu/bookstore</a> to purchase your textbook.
Instructor Information	
<b>Instructor Contact Information:</b>	<p>To access your instructor's information online:</p> <p>Visit <a href="http://www.dsc.edu">www.dsc.edu</a></p> <ol style="list-style-type: none"> <li>1. Click Current Students on the top navigation bar.</li> <li>2. Click Faculty Profile link located on the left-hand navigation bar.</li> <li>3. Choose your instructor's name from the drop-down list.</li> <li>4. Click the Submit button.</li> </ol>
<b>Office Hours/Virtual Office Hours:</b>	<p>To access your instructor's information online:</p> <p>Visit <a href="http://www.dsc.edu">www.dsc.edu</a></p> <ol style="list-style-type: none"> <li>1. Click Current Students on the top navigation bar.</li> <li>2. Click Faculty Profile link located on the left-hand navigation bar.</li> </ol>

	<p>3. Choose your instructor's name from the drop-down list.</p> <p>4. Click the Submit button.</p>
<b>Instructor Response Time:</b>	I will make every attempt to respond to course email within 24 or 36 hours during the work week, though it may not be possible in all cases. I will notify you when I will not be able to meet the stated response time.
<b>Attendance Policy:</b>	View the DSCC Attendance Policy at <a href="http://www.dsc.edu/attendance_policy/">http://www.dsc.edu/attendance_policy/</a> . <a href="http://www.dsc.edu/attendance_policy/">http://www.dsc.edu/attendance_policy.</a>
<b>Course Ground Rules</b>	
<b>General:</b>	<ol style="list-style-type: none"> <li>1. Participation is required</li> <li>2. Communication with other students in team projects is expected</li> <li>3. Learn how to navigate within the course management system</li> <li>4. Keep abreast of course announcements</li> <li>5. Use the <i>assigned</i> college email address as opposed to a personal email address</li> <li>6. Address technical problems immediately</li> <li>7. Observe course <i>netiquette</i> at all times. Instructor guidelines for communication by email, discussion groups, chat, and the use of web resources are necessary.</li> </ol>
<b>Email:</b>	<ol style="list-style-type: none"> <li>1. Always include a subject line.</li> <li>2. Remember that without facial expressions some comments may be taken the wrong way. Be careful in wording your emails. Use of emoticons might be helpful in some cases.</li> <li>3. Use standard fonts.</li> <li>4. Do not send large attachments without permission.</li> <li>5. Special formatting such as centering, audio messages, tables, html, etc., should be avoided unless necessary to complete an assignment or other communication.</li> <li>6. Respect the privacy of other class members.</li> </ol>
<b>Discussions:</b>	<ol style="list-style-type: none"> <li>1. Review the discussion threads thoroughly before entering the discussion. Be a lurker, then a discussant.</li> <li>2. Try to maintain threads by using the "Reply" button rather than starting a new topic.</li> <li>3. Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of others' ideas.</li> <li>4. Be patient and read the comments of other group members thoroughly before entering your remarks.</li> <li>5. Be cooperative with group leaders in completing assigned tasks.</li> <li>6. Be positive and constructive in group discussions.</li> <li>7. Respond in a thoughtful and timely manner.</li> </ol>
<b>Web Resources:</b>	<p>Example:</p> <ol style="list-style-type: none"> <li>1. <i>Columbia Guide to Online Style</i> by Janice R. Walker and Todd Taylor</li> <li>2. <i>Citation Styles Online</i> <a href="http://www.bedfordstmartins.com/online/cite6.html">http://www.bedfordstmartins.com/online/cite6.html</a></li> </ol>
<b>Other Important Information</b>	

<b>Dyersburg State Code of Honor and Citizenship:</b>	Access the Dyersburg State Code of Honor and Citizenship at <a href="http://www.dsc.edu/about%20dsc/about%20dyersburg%20state/administration/dsc%20code">http://www.dsc.edu/about%20dsc/about%20dyersburg%20state/administration/dsc%20code</a>
<b>Library Resources:</b>	For the DSCC library or help desk visit <a href="http://www.dsc.edu/lrc">www.dsc.edu/lrc</a> .  To ask a question about books, interlibrary loans or other LRC information, call the LRC at 731-286-3361.  For the Tennessee Virtual Library go to <a href="http://www.tn.regentsdegrees.org">www.tn.regentsdegrees.org</a> and click on TBR Virtual Library.
<b>Reporting Fraud, Waste, or Abuse:</b>	Report Fraud, Waste, and Abuse at <a href="http://www.dsc.edu/fraud">http://www.dsc.edu/fraud</a> .
<b>Technical Assistance/Help Desk:</b>	For technical assistance, contact the DSCC Help Desk. Dyersburg Campus - (731) 288-7780 Jimmy Naifeh Center (JNC) - (901) 475-3177 Gibson County Center (GCC) - (731) 222 -5180  Visit the Help Desk on the web at <a href="http://www.dsc.edu/helpdesk">www.dsc.edu/helpdesk</a> for tutorials and other how to guides.  You may also contact the Help Desk by email at <a href="mailto:helpdesk@dsc.edu">helpdesk@dsc.edu</a> .
<b>Students With Disabilities:</b>	Dyersburg State Community College is committed to providing a discrimination free environment for all students. Students with disabilities are encouraged to inform the College of any assistance they may need. Please notify the ADA Coordinator at (731) 286-3242.
<b>Syllabus Changes:</b>	From time to time during the semester, it may be necessary to make changes to the material in the course syllabus. Any necessary changes to the course syllabus will be sent to you by email and posted within the online course material.
<b>Server Outage Disclaimer:</b>	The server on which DSCC's web supported/online courses are hosted will be occasionally unavailable due to upgrades and/or maintenance. Regularly scheduled outages will occur during the early morning hours of the second Sunday and third Tuesday of each month. There may also be unplanned downtime due to failures of one kind or another. Because the server is not located at DSCC, the College cannot directly correct these situations. You will need to contact your instructor(s) directly to make accommodations should an unplanned outage prevent you from taking a quiz or submitting an assignment.
<b>Safety / Security:</b>	Dyersburg State makes crime statistic information available to the public through the Annual Security Report. This report can be found at <a href="http://www.dsc.edu/security">www.dsc.edu/security</a> .  DSCC has an emergency preparedness plan and periodically conducts tests of this plan. To sign up for emergency notifications, Login to Rave at <a href="https://www.getrave.com/login/DSCC">https://www.getrave.com/login/DSCC</a> and add your contact information. Notice: Standard carrier message and data rates may apply
<b>Academic Honesty:</b>	Students are expected to do their own work and academic honesty will be treated according to Dyersburg State Community College Policy (see DSCC catalog).
<b>Implementation date approved by Instructional Council:</b>	Fall 2014 (course description, learning outcomes, prerequisites)