

**COURSE MATERIAL**  
for  
**COE 110, 111 and 112**

**INSTRUCTOR:** Charlene C. West

**SEMESTER:** Fall 2008

**OFFICE:** 973 GlaxoWellcome Technology Center

**EMAIL:** westc@durhamtech.edu

**TELEPHONE NO.:** 919-536-7235 ext. 8159

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**ATTENDANCE POLICY:**

The instructor is authorized to drop any student exceeding absences of more than 15 percent of the scheduled 64 course hours.

**TO OFFICIALLY WITHDRAW FROM A CLASS:**

**To officially withdraw from a class, a student must complete and submit a withdrawal form to the Admissions and Registration Office prior to the official 60 percent point in the semester (October 27, 2008). Students who do not follow this procedure for withdrawing from class will not be officially withdrawn from class and will receive a final grade for the class that takes into account all work completed with zero credit for work that is missed or not completed. If you drop the COE courses, you must return your co-op workbook.**

**SPECIAL ASSISTANCE:**

Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from a disability services counselor within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to a disability services counselor within the first two weeks of class. Counselors can be contacted by calling 686-3652 or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1309.

Students enrolled in distance learning courses using Blackboard or whose on-campus classes use Blackboard as a supplement are eligible to use the Online Writing and Reading Centers for any of their courses. These services are intended for those students who do not have easy access to the regular Campus Learning Center on main campus. Before you can use the Online Learning Center, your instructor must complete and send in a referral form for you.

Students who need tutorial assistance in a course may be referred to the Campus Learning Center (CLC), on the third floor in the Phail Wynn Jr. Student Services Center. This term's schedule of free tutorial services is available in the CLC and is posted on bulletin boards around campus. For more information, call the CLC at 536-7232 ext. 2401 or consult the CLC web pages.

**ASSIGNMENTS:**

Assignments are due on date indicated on the syllabus. If you submit your assignment electronically, please be sure to submit the assignment in a Word format. I will not accept assignments in other formats. If an assignment is not turned in on the specific due date, the assignment will be deducted 5 points per day until the assignment is submitted. Assignments over one week late will automatically receive a grade of zero.

**APPROPRIATE USE POLICY:**

Please refer to the Appropriate Use Policy posted in Additional Resources to make sure that you follow the guidelines for using the College's computer resources.

**COURSE ASSISTANCE AND COMMUNICATION:**

You are encouraged to schedule an appointment to discuss your performance during the semester. If you email or call me for assistance, you will receive an email or telephone call within 24 hours. In most cases, you will receive a response the same day.

## GRADING REQUIREMENTS

### COE 110 WORLD OF WORK COE 111 CO-OP WORK EXPERIENCE I and COE 112 CO-OP WORK EXPERIENCE I

The official grading scale for the College is used in assigning letter grades to the numeric grade earned. Review the grading scale below.

The numeric grade for COE 110 will be calculated based on the following:

<b>Activity</b>	<b>Points</b>	<b>College Grading Scale</b>
Class attendance & participation	20	90- 100 A
Mock Interview	10	80 - 89 B
Resume	10	70 - 79 C
Cover letter	10	60 - 69 D
Portfolio	50	Below 60 F

Students are expected to attend the COE 110 class regularly. Late work for COE 110 will be penalized 5 points per day. No late work will be accepted after one week or after the end of the last COE 110 class for the semester.

The numeric grade for COE 111 and COE 112 will be based upon the following:

<b>Activity</b>	<b>Grade Points</b>
<b>Instructor's evaluation</b>	30
Oral report on Co-op (10 points)	
Quality and neatness of Workbook (10 points)	
Attitude and performance on Co-op (10 points)	
<b>Supervisor's evaluation</b>	<u>70</u>
	100

Any student taking COE 111 or COE 112 should be registered for COE 110 at the same semester.

COE 111 or COE 112 workbooks must be turned in by the due date or the student will receive an F for the course. The oral report must be presented during one of the scheduled times, or the grade on that will be a zero.

Students enrolled in COE 111 need to complete 160 hours for the semester. To satisfy the required hours takes an average of 10 hours a week for fall or spring semester. By the withdrawal date, students in COE 111 must complete at least half of the required 160 hours. If you have not completed at least 80 hours by the withdrawal date, you should consider dropping the course. If you drop the COE courses, you must return your co-op workbook.

Students enrolled in COE 112 need to complete 320 hours for the semester. To satisfy the required hours takes an average of 20 hours a week for fall or spring. By the withdrawal date, students in COE 112 must complete at least half of the required 320 hours. If you have not completed at least 160 hours by the withdrawal date, you should consider dropping the course. If you drop the COE courses, you must return your co-op workbook.

## **GRADING SCALE**

<b>Letter Grade</b> <b>A</b> <b>100-90</b>	<b>Letter Grade</b> <b>B</b> <b>89-80</b>	<b>Letter Grade</b> <b>C</b> <b>79-70</b>	<b>Letter Grade</b> <b>D</b> <b>69-60</b>	<b>Letter Grade</b> <b>F</b> <b>(below 60)</b>
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**COE 110  
WORLD OF WORK  
Fall 2008**

**CLASS SCHEDULE**

<b>Date</b>	<b>Class Activity</b>
August 19	Course orientation
August 26	Complete Pages 4-6 in Co-Op Workbook (will need copies of these pages along with a copy of your first signed timesheet) Contact information and driving directions to your co-op site Draft Co-Op Objectives (Do not enter in workbooks until approved)
September 2	Teambuilding
September 9	Cover Letters Portfolio requirements
September 16	Resumes
September 23	Co-op progress report Cover Letter due
September 30	Co-op progress report (continued) Resumes Due
October 7	Workplace Skills
October 14	Faculty Work Day--No Class
October 21	Cultural Diversity and Ethics in the Workplace
October 28	Cultural Diversity and Ethics in the Workplace (continued) Interview Process
November 4	Interview Process (continued)
November 11	Mock Interviews
November 18	Mock Interviews (continued)
November 25	Co-Op Report Portfolio Due
December 2	Co-Op Report (continued)
December 9	Co-Op Workbook Due

**October 27 is the last day to drop a course with a W. If you drop the COE courses, you must return your co-op workbook.**

**COE 111--Co-op Work Experience I  
COE 112--Co-op Work Experience I  
Co-op Work Experience 1  
Fall 2008**

**CLASS SCHEDULE**

**COE 111--Students must work an average of 10 hours a week for a minimum of 160 hours for the semester.**

**COE 112--Students must work an average of 20 hours a week for a minimum of 320 hours for the semester.**

Week 1 August 18	Week 10 October 20
Week 2 August 25	Week 11 October 27
Week 3 September 1	Week 12 November 3
Week 4 September 8	Week 13 November 10
Week 5 September 15	Week 14 November 17
Week 6 September 22	Week 15 November 24
Week 7 September 29	Week 16 December 1
Week 8 October 6	Week 17 December 8
Week 9 October 13 (Faculty Work Days--October 14-17 You can continue working)	Week 18 December 15 (Last day to submit co-op workbook)

**Please consult the College calendar, or your instructor, to determine the holidays and vacation days during this period.**

**If you drop the COE courses, you must return your co-op workbook.**