TEMPLE UNIVERSITY
COLLEGE OF ENGINEERING
CO-OP SYLLABUS
COURSE NUMBER 2181 Co-op Work Experience I
Three (3) Credit Hours

Professor: ___________________ E-mail: _________________
E-mail will be checked at least once a day Monday through Friday and responded to within 48 hours. Telephone: 215-204-_____ (Office)
Office Hours: By appointment.
Students may visit without an appointment or make an appointment by email or in person.
Office Location: Room 341 College of Engineering building

Prerequisites: Engineering student who has completed 30 credit hours (transfer students 30 credits and at least one full semester at Temple) and permission of Director of the Co-op Program. A cumulative grade point average of 2.5 is required.

Class Schedule: There are no scheduled class meetings. Director of Co-op will visit with students on site and conduct telephone conferences throughout the Co-op placement.

PARTICIPATION IN ON LINE BLACKBOARD FORUMS ARE REQUIRED AND WILL BE REFLECTED IN THE EVALUATION OF STUDENTS AS INDICATED BELOW. ONLINE FORUM MUST BE POSTED BY DUE DATE LISTED ON BLACKBOARD OR GRADE REDUCTION WILL RESULT.

DESCRIPTION:
Students will research Co-op opportunities, receive the Director’s approval for the specific Co-op, set up interviews, and obtain a position and work a minimum thirty-five hours a week during the 14-week term for the three credit hours in a professional environment related to the careers they might have an interest. Students are responsible for preparing themselves for the professional experience in consultation with the Director of the Co-op program. There will be a number of sources to choose from including approved opportunities maintained on file in the Director’s office, student generated or discovered opportunities for which student must receive prior approval and opportunities with established commercial, engineering and professional organizations approved by the Director. Students may take Co-op experiences with different entities but are encouraged to repeat professional experiences with the same organization.

A student must complete the two (2) three (3) credit hour experiences during either fall or spring semesters that will be applied to fulfilling the 127 Co-op degree requirement for transcript notation. All requirements of the Co-op must be fulfilled for each Co-op experience each time the student is registered in an official Co-op experience for University credit.

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The Co-op will serve as a bridge for engineering students to investigate and experience the various employment opportunities available and gain first hand exposure to a professional environment. In selecting a Co-op, students will explore and evaluate career choices and they will have the opportunity to facilitate student understanding of the opportunities relative to their aspirations. During the onsite Co-op experience the student should be observing and participating in the professional environment and comparing and contrasting that experience with the academic studies they have had. In the course papers and submissions and online forums students should demonstrate their understanding and growth by synthesizing their various experiences. This demonstration will be the basis for the course evaluation described below.

GOALS AND LEARNING OUTCOMES:

A student who successfully fulfills the course requirements will have demonstrated:

Understanding of the professional setting from their experience.
An increased awareness of business principles and practices.
An insight into the professional arena.
A developed ability to function on multi-disciplinary teams [ABET (d) and (e)]
An Enhanced ability to communicate in the professional setting [ABET (g)]
A developed respect for diversity and knowledge of contemporary professional, societal and global issues and the impact engineering solutions has on those issues. [ABET (h) and (j)]

Co-op experience will be different based upon the type of organization you enter especially if that organization has union work rules, which may limit your hands-on experience. In addition to your work experience you should acquire knowledge of the types of positions available to you following graduation and salary ranges for those positions. The Co-op opportunity should help in establishing experience for your resume and assembling any portfolio materials, which you develop, produce or assist in completing while on the job. You should develop relationships with those you work with, as they will become part of your professional network.

It is the student’s responsibility to discuss their duties with their supervisor. This may be the first step in learning about the professional side of the business. Should problems arise; please contact the Co-op Director immediately. However, you should learn to ask if you are unclear about your position or uncomfortable about the requirements on site.
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You must set the dates you will Co-op with the employer and maintain that schedule and
the number of hours you agree with your employer subject to the 35 hour minimum.
Prior to your first day on the job you should set goals for yourself and make a checklist
to monitor if your needs and interests are being met by the Co-op. **You will need to submit the goals and checklist to the Program Director.** You should seek guidance and assistance on site and from the supervisor. The Co-op Director is always available by phone or e-mail.

**CLASS FORMAT and REQUIREMENTS:**

Regular attendance at Co-op location.
Regular meetings with your Co-op supervisor (Minimum once every two weeks)
Complete questions on Blackboard Forum.
Submit all written assignments.

There will also be an online component to the course using Blackboard and all students will be required to participate.

All students will be required to have a Temple e-mail account to access Blackboard, which is an Internet based platform, used to assist this class. Information, assignments and Forums will be posted to Blackboard. You will use the platform to obtain the information and assignments and will be required to participate in the Forums posted to Blackboard. If you do not have an e-mail account, you can apply for one on-line by going to: [www.Temple.edu/cs](http://www.Temple.edu/cs) You will see a tab on the left for “Accounts” You will need to select “Activate” and then follow the instructions. If there are problems call the Computer Services help line at 215-204-8000.

When or if you have questions or problems during the course try to work out the problem as part of your development. Please contact Director of Co-op Program if you require assistance in your working out the problem or answer the question. Direct course related questions regarding assignments, evaluation and problems to faculty member. Any questions having to do with departmental policies and guidelines may also be directed to Program Director.
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GRADING:

Grades will be determined by evaluation of the written assignments by the faculty supervisor and the onsite supervisor, who the student will be interfacing with on a regular basis during the Co-op. Students must complete all the required assignments, and participate in the online forum. Assignments not on time will not be accepted unless prior arrangements are made. Grades for papers not submitted on time may be reduced.

5% Goals and Checklist
10% Posting to forums
15% Mid semester report: Due by Oct 15 for Fall Term/March 15 for Spring Term
30% Evaluation by Co-op supervisor: Due by last day of class
40% Final Report: Due by last day of class
100% Total

NOTES:

1. It is Temple University’s policy to provide reasonable accommodations to students with disabilities under the ADA. At the beginning of each semester, any student with a disability should inform the course instructor if instructional accommodations or academic adjustments will be needed. For more information about the ADA and academic accommodations or adjustments, contact the Office of Disability Resources and Services at 215-204-1280 or in 100 Ritter Annex to coordinate reasonable accommodations for students with documented disabilities. Any student requiring consideration due to a disability is encouraged to contact the Professor in person, by phone or e-mail as soon as possible to ensure your needs are accommodated as soon as possible and your learning experience in this class is maximized.

2. Temple University has a published Code of Conduct. Please review this Code, as its provisions will be adhered to during this course.

3. Plagiarizing is defined as taking the words or ideas of another person and presenting them as one’s own without proper credit. Plagiarizing is considered cheating. A student who plagiarizes will receive a zero for that assignment and/or a failing grade for the course. If you are not certain that you are using or citing materials properly, feel free to check with me. Remember it is better to be safe than sorry. There is nothing wrong in citing others work, just give them credit. You get credit for doing so and citing them can enhance your work and learning.

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NOTES:

4. Continued enrollment in this co-op course is confirmation that you accept the terms and conditions of this class as outlined in this syllabus. If any student has a problem with the syllabus, they must let me know immediately.

5. Mid-semester and Final report/paper will be assigned by the faculty supervisor. Report/Papers should be a minimum of five (5) and eight (8) full pages in length, respectively. They should be double-spaced, use 12-point type (This is 12-point type) and include your name, course number and a topic.

The report will be a descriptive and evaluative report at the end of the work session summarizing the professional experience. The midpoint and final report from the student will include analysis of the experience and address the goals of the experience, the results (accomplishments and knowledge gained), conclusions and recommendations for their professional development along with an overall evaluation of the work experience.