

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT  
COOPERATIVE WORK EXPERIENCE (CWE) COURSE SYLLABUS**

**COURSE NUMBER:** ENGL2389

**COURSE TITLE:** Academic Co-op English

**COURSE DESCRIPTION:** Integrates on campus study with practical hands-on work experience in English. In conjunction with class seminars, the student will set specific goals and objectives in the study of English. Contact the Cooperative Work Experience Office.

**COURSE CREDIT HOURS:** 3

**LECTURE HOURS:** 3

**LAB HOURS:** 0

**COLLEGE REPEAT POLICY:** Student may repeat this course only once after receiving a grade, including “W”.

**STUDENT LEARNING OUTCOMES:** To provide the student insight into the practical aspects of an organization's operation by observation and participation in the day-to-day activities, to assist in determining occupational compatibility with student's goals, and to assist in developing an understanding and appreciation of human relations in an organization.

**ATTENDANCE POLICY:** Work experience hours and seminar hours are mandatory components of the Cooperative Work Experience Program. Students MUST attend both a Goals Seminar and a SCANS seminar. See the current Collin Registration Guide for the last day to withdraw. See your instructor for withdrawal dates for Flex Entry classes.

**RELIGIOUS HOLY DAYS:** Please refer to the current Collin Student Handbook.

**ADA STATEMENT:** It is the policy of Collin County Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) in a timely manner to arrange for appropriate accommodations.

**ACADEMIC ETHICS:** The College District may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work material that is not one's own. Scholastic dishonesty may involve, but is not limited to, one (1) or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's editions, and/or falsifying academic records.

**Plagiarism** is the use of an author's words or ideas as if they were ones own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation.

**Cheating** is the willful giving or receiving of information in an unauthorized manner during an examination, illicitly obtaining examination questions in advance, copying computer or Internet files, using someone else's work for assignments as if it were one's own, or any other dishonest means of attempting to fulfill the requirements of a course.

**Collusion** is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, providing a paper or project to another student; providing an inappropriate level of assistance; communicating answers to a classmate during an examination; removing tests or answer sheets from a test site, and allowing a classmate to copy answers.

The student will abide by a business code of ethics and will maintain confidentiality of information belonging to employing company.

*Revised March 31, 2009*