



Course Prefix/Number/Title: BADM 297 - Co-op

Number of Credits: 1-4

Course Description: Practical application of classroom principles in a professional setting

Pre-/Co-requisites: Final Semester

Course Objectives:

- Utilization of skills learned in the classroom in a professional environment
- Professionalism
- Market skills
- Networking
- Ability to communicate and interact with customers in business interactions
- Understanding of career and field expectations

Instructor: Keri J. Keith

Office: Thatcher 205

Office Hours: Monday – Friday 11:00 am CST

Phone: 701-228-5624

Email: keri.keith@dakotacollege.edu

Lecture/Lab Schedule: As needed

Textbook(s): None

Course Requirements:

Completion of all Co-op paperwork

Successful completion of 40 hours of work at co-op location per credit

Evaluation completed by student

Evaluation completed by employer

Tentative Course Outline:

Meeting times vary. Completed either on campus or off campus. Meetings will be scheduled based upon needs and schedule of the student

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s):

1. *Utilize industry specific technologies.*

2. *Employ management of information procedures*
3. *Demonstrates effective communication.*
4. *Utilize soft skills.*

Relationship to Campus Focus:

Utilizing both communication and technological skills in a work environment.

Classroom Policies:

Student Email Policy:

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the Campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Academic Integrity:

According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

Disabilities or Special Needs:

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

Title IX:

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.