

**ACCT 297 Cooperative Education**  
**Dakota College at Bottineau**  
**1-6 Credits**

**Instructor:** Tracy Chisholm

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**Office:** Nelson Science Center 112

**Office Hours:** As needed, please email if you have questions

**Text Book:** None required

**Course Description:** This is a course where students combine course learning with practical, professional work experiences in their chosen field of study. The employer does an evaluation of the work experience; the faculty advisor supervises the students; the students are required to complete a project assigned by the faculty advisor. A minimum of 45 hours of work is required to earn one credit.

**Pre-/Co-requisites:** Instructor approval

**Course Goals:** Upon completion of this course, the student will:

- Obtain relevant work experience which is mutually agreed upon by the student, instructor and employer
- Demonstrate work habits and work ethics by completing the required learning agreement, activities and learning objectives at the work place
- Verbally demonstrate a working knowledge of chosen profession or field

**Course Requirements:**

- **Work Experience:** Students must work a minimum of 45 hours in an approved work environment to earn one credit.
- **Before Work Documents:** Student must submit an enrollment form and co-op learning agreement prior to starting work in the beginning of the semester. The employer and student must also complete an employer agreement form that the student will submit in the beginning of the semester.
- **During Work Documents:** Students must submit an hourly log of time worked, to be signed by their supervisor.
- **Post Work Documents:** Students must complete and submit a self-assessment student report. Employers must complete and submit a performance evaluation at the end of the semester.
- **Grades:** A grade of satisfactory/unsatisfactory is given by the instructor.

**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:** The academic community is operated on the basis of honesty, integrity and fair play. It is the expectation that all students, as members of the college community, adhere to the highest levels of academic integrity. This means that:

- Students are responsible for submitting their own work. Student work must not be plagiarized.
- Students must not cooperate on oral or written examinations or work together on evaluated assignments without authorization.
- Cheating will not be tolerated. Any student found to be cheating will receive a 0 on the assignment; an additional incidence of cheating will result in the student being dismissed from the course.

**Disabilities and Special Needs:** If you have a disability for which you need accommodation, please let me know as soon as possible. You can also contact the Disability Service coordinator at 701-228-5672.

The syllabus is a living document that is subject to change. Students will be informed of any changes.