



ASEP 280 GM Cooperative Work Education Section Name Section Credit Hours Credits
Syllabus

Course Information

Meeting times and location: section meeting_times section location

Catalog description: The student will be employed at an approved General Motors automotive repair facility which will provide relevant learning experiences that are directly related to the student's most recent classroom/laboratory experiences. Daily logs and weekly reports MUST be submitted electronically once per week. The student will be supervised and evaluated jointly by his/her employer and San Juan College personnel.

Terms offered: On Demand

Section-specific Course Description:

Course Level Objectives

1. Prepare an individual for entry level employment and future professional advancement.
2. Provide a transition between education and the world of work.
3. Develop a positive work ethic essential to maintain employment.
4. Complete all the required performance objectives listed on the training agreement.
5. Demonstrate the ability to perform on the job all tasks required to successfully complete the pre-established performance objectives within time limits which are acceptable to the occupation and with the accuracy required to produce quality work.
6. Document successful completion of objectives at a meeting with the employer and SJC personnel, at which time a statement will be signed by all of the above verifying that all of the stated objectives and conditions of the Cooperative Education course have been met.

Required Texts and/or Materials

No Text Required

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Course Requirements

Students will do the following activities:

Students will submit weekly log and technical reports from Co-op

Students will submit related Task list once per course.

Other Classroom Policies and Expectations

Clean employee dealership uniforms should be worn to class daily. Personal Protective Equipment must be worn in the shop at all times.

Grading

Final grades are calculated based on the following...

Daily log and Technical reports- 50%

Task lists- 50%

Course Time Commitment

Student should expect to spend 2-4 hours per week completing course requirements related to this Co-op course

Canvas Participation and Expectations

Announcements, student daily logs, tech reports, task lists , grades and supplemental reading/study material will be posted on Canvas. Students are expected to log into Canvas frequently to check for new announcements and grade updates.

Participation and Attendance Policy

Students that fail to submit two subsequent weekly reports will be considered in non attendance, unless otherwise communicated to instructor, and will be dropped from the course.

Instructor Response Times & Regular Interaction Expectations

Instructor will normally respond to phone calls/texts the same day. Please allow two business days to respond to emails.

Key Dates to Remember

[Full Academic Calendar](#)

Course Schedule

See course calendar on Canvas

Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For password reset and Canvas support, visit the [Student Technology Guide](#) website.

Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

Student Support

At San Juan College, we are committed to supporting your academic success and overall well-being. We recognize that college life can be challenging and stressful, impacting both learning and personal health. We are here to help you succeed.

Academic Support and Resources

We provide a range of academic support services to help you stay on track on your educational journey. Free resources include tutoring, computer loans, life skills workshops, and so much more. Visit the [Academic Support and Resources](#) webpage to learn more about support and resources available through Academic Advising, the Tutoring Center, the Student Resource Center (formerly Student Achievement Center) and the Testing Center.

Student Support and Resources

If you or someone you know could benefit from counseling, accessibility services, career exploration, veteran transitional assistance, or any of our other support services, visit the [Student Support and Resources](#) webpage where you'll find detailed information about various resources available to you as an SJC student.

We encourage you to take advantage of these free resources to enhance your college experience and ensure your success.

College Policies and Resources for Current Students

The [Student Handbook](#) provides information on student support, student organizations, and student conduct policies at San Juan College.

The San Juan College catalog outlines the [Academic Policies](#) students need to know.

Healthy and Safe Practices for Being on Campus

We want a healthy and safe campus for students, faculty, staff, and guests.

Contagious diseases and your responsibility:

If you have COVID-19 symptoms, fever, flu or even the common cold, you should stay home. Do not come to campus if you are feeling sick. Contact your instructor about missing class (and review your instructor's policies on missed or late work). Being sick does not necessarily excuse you from completing your work on time.

Safety on campus and your responsibility:

If you are on campus and experience or witness an emergency, call 9-1-1 first and then the Department of Public Safety at 505-566-3333 (or just 3333 if calling from a campus phone).

When you are on campus, be aware of your surroundings. If you need an escort to your vehicle, call 505-566-4444 (DPS non-emergency line) or 505-215-3091 (officer on duty line).

The College will send information for campus emergencies through SJC AlertAware, email and the webpage. Stay informed and stay safe.

Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC AlertAware and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may choose to meet via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor.

Online Course Fee

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

A course fee of \$5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.