



BUSA 2995 Cooperative Education Section Name Section Credit Hours Credits

Syllabus

Course Information

Meeting times and location: section meeting_times section location

Catalog description: Supervised cooperative work program. Student is employed in an approved business occupation. Student will be supervised and rated by the employer and instructor. Student will meet in a weekly class and/or report on a variety of films, reading, or seminars.

Terms offered: On Demand

Section-specific Course Description:

Course Level Objectives

The course learning outcomes will be determined by agreement between the student and the CO-OP organization supervisor. This will be documented on the Training Agreement.

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Course Requirements

Students will do the following activities:

- Student are responsible for finding their own CO-OP location with a business, non-profit organization, or agency.
- Work with the Organization Supervisor to determine appropriate Learning Outcomes at the outset.
- Must complete all of the required documentation identified in the Canvas Course Modules.
- Must complete the full number of hours specified in the training Agreement and log CO-OP hours using appropriate time sheet.
- Check in with the Course Instructor on a bi-weekly basis.

Grading

Final grades are calculated based on the completion of the CO-OP hours and the professional completion of the required documents. And most significantly by the grade recommendation of the Co-op Supervisor as submitted on the completed student training agreement.

Course Time Commitment

Students are expected to log 160 hours with the CO-OP organization(s) including completion of all required paper work for the course.

Canvas Participation and Expectations

Canvas Communication: canvas will also be used as an important communication tool among classmates and instructor like. Students are responsible for checking course announcements, the canvas inbox, as well as assignment feedback tools. All required documentation will be available and submitted via canvas 'assignment' pages.

Participation and Attendance Policy

Students must participate in the class by completion of the required document in a timely manner. They must complete and record the training hours as specified in the Training Agreement. Student must also check in with the course instructor instructor on a bi-weekly basis.

Instructor Response Times & Regular Interaction Expectations

Response to emails will be within 12-24 hours during the weekdays and should be made in the Canvas Inbox system. When contacting the instructor be sure to:

1. Indicate the key information such as assignment name and specific problem/issue.
2. Create a new email rather than using reply button from a different topic.
3. Also use a descriptive subject line to make the message easier to track.

Failure to do these things may cause your email to be misplaced and overlooked.

Assignments Comments Boxes are not an effective communication to the instructor.

Phone Calls are the least effective method to contact the instructor. Responses will follow the same response time and guidelines as the email contacts.

Key Dates to Remember

[Full Academic Calendar](#)

Course Schedule

Is subject to the training agreement with the CO-OP Location.

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.