



Syllabus: Cooperative Education

Course Number: HART 1282

Instructor Information

Name: Andy Black

Matt Lipps

Office: Career Education Building, Room 201

Telephone: (903) 823-3233

E-mail: andrew.black@texarkanacollege.edu

matthew.lipps@texarkanacollege.edu

Office Hours: 3:00pm until 4:00pm

5:00pm until 6:00pm

By Appointment Monday through Friday

Required Books and Tools

Complete Tool Kit (List provided 1st day of class)

Computer with wireless capability and Windows 7 OS or newer

Access card bundle for HVAC simulator and Coursemate including access to

Refrigeration and Air Conditioning Technology 7th Edition ISBN9781285726786

Access card for NCCER core 4th edition ISBN9780132560931

3 ring binder with at least a dozen organizing dividers

Basic Electricity Handbook

Basic Refrigeration Handbook

Student Learning Outcomes for the Course

Cooperative Education

Student Assessment

Unit Exams - 20%

Participation - 10%

Mid-Term Exam - 15%

Final Exam - 25%

Practical Assessments - 30%

Grading Scale

Grade	
A	90-100
B	80-89
C	70-79
D	60-69
F	59-below

Attendance Policy

Students are allowed 5 absences. Three tardies equal one absence. Absent or tardy on the 6th day will result in the student being dropped from the program. The only excused absence is National Guard Duty.

Academic Integrity Statement

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an "F".

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

Disability Act Statement:

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations..

Financial Aid:

Attention! Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.