

Cooperative Education in Materials Science Engineering

MSE 2000

Instructor Information

Phone:

Email:

Office Location:

Office Hours

Course Description

Prereq: Sophomore standing, minimum 2.0 GPA, and departmental approval. This is a supervised work experience in a business, industrial or government environment, related to the program major. Credit is awarded for successful completion of specified learning objectives.

Communication Plan

I will respond to email within 24 hours.

The best way to contact me is via the Canvas Inbox, as I will prioritize this email over other modes of communication.

Brief Description of Assignments/Exams

Print the following forms from the cooperative education/internship handbook:

- Student Self-Evaluation
- Learning Objectives Agreement Form
- Learning Objectives Progress Report
- Learning Objectives Rubric Form
- Intern Data Sheet

Use the following link to download the handbook: cooperative-education-internship-course handbook-1.pdf

Complete and submit forms in accordance with the due dates listed in the timeline.

Grading Criteria

(25 %) Orientation Attendance

(25 %) Objectives Meeting/Paperwork

(25 %) Mid-semester Progress Report

(25 %) Final Paperwork (Student self-evaluation, learning objectives rubric form, and weekly journal)

Important Dates:

Please visit the following website for the complete academic calendar. Pay particular attention to add, drop, and withdraw dates.

<http://www.slcc.edu/academiccalendar/index.aspx>

Dropping the Course: If you decide for any reason to discontinue this class, you must go through the process of dropping the class with SLCC. I cannot and will not do it for you. If you stop submitting work and do not drop the class, I am required to give you a grade based on the limited amount of work you have submitted, which could result in an "E".

During the course of your academic or industrial internship experience, list all activities (including literature searches) on the learning objective rubric forms and in a weekly log. The weekly journal does not have to be very detailed. List dates, activities, and time spent on each activity.

Assignment Schedule

Due Date	Assignment Name	Assignment Type	Points
	Introduce Yourself	Discussion	0
8/30	Orientation Attendance	Assignment	100
9/27	Objectives Meeting/Paperwork	Assignment	100
10/25	Mid-Semester Progress Report	Assignment	100
12/6	Final Paperwork (Objectives Summary, Time Sheet, and Journal)	Assignment	100

Grading Scale

- A 93-100
- A- 90-92
- B+ 87-89
- B 83-86
- B- 80-82
- C+ 77-79
- C 73-76
- C- 70-72
- D 61-69
- E <60

How to Navigate to Canvas

Online Tutoring

Students at SLCC have access to online tutoring through Canvas. From your Canvas course click Online Tutoring in the course navigation and follow the steps to set up an appointment. If this is your first time using the Online Tutoring we recommend you click "Take a Tour" to familiarize yourself with the service.

Note that students only receive 480 minutes of tutoring time each semester. After that we encourage you to use the resources found through this link:

<https://www.slcc.edu/tutoring/index.aspx>

If you have any additional questions reach out to elarningsupport@slcc.edu.

Institutional Policies

As members of our academic community, we would like to invite you to review the Institutional Syllabus which covers important policies and procedures. This document contains important links for students on the code of student rights and responsibilities, academic integrity, and grading policies, Title IX and other important acknowledgements. By familiarizing yourself with this information, you can help us create a safe and respectful environment for everyone.

You can access the document by clicking on the following link:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>

Learning Support and Tutoring Services

We are pleased to offer a range of tutoring and learning support services to help you achieve your academic goals. Whether you need assistance with a specific subject or want to improve your study skills, you have many options for tutoring or other support.

To learn more about the services we offer and how to access them, please visit the Institutional Syllabus under the Tutoring and Learning Support tab:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>. We encourage you to take advantage of these resources to help you succeed in your studies. If you

have any questions or would like to schedule a tutoring session, please don't hesitate to reach out to us. We are here to support you in any way we can.

Advising and Counseling Support Services

At our institution, we are committed to supporting your academic and personal growth. That's why we offer a range of advising and counseling services to help you navigate the challenges of college life. To learn more about the resources available to you and how to access them, please visit the Institutional Syllabus under the Advising and Counseling Support Services tab: <https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>. Our advising team and the support centers across campus are here to support you in achieving your goals and overcoming any obstacles you may face.

Student Academic Calendar

As students you should be aware of all important dates in the semester, such as the day that courses begin and end, as well as the drop date and the last day to withdraw. To learn more about those dates, navigate to the Student Academic Calendar below:

[SLCC Student Academic Calendar](#)

Course Timeline

August 20 - 31	<ul style="list-style-type: none">• Meet with instructor to discuss internship learning objectives
September 1 - 30	<ul style="list-style-type: none">• Complete intern data sheet and email to the instructor by Friday, September 13th• Complete the learning objectives agreement form and submit to the instructor by Friday, September 27th
October 1 - 31	<ul style="list-style-type: none">• Schedule a Zoom meeting with the instructor to discuss mid-semester progress report by Wednesday, October 16th

	<ul style="list-style-type: none">• After attending the mid-semester progress report meeting, complete the learning objectives progress report form and submit to the instructor by Friday, October 25th
November 1 - 30	<ul style="list-style-type: none">• Schedule a Zoom meeting with the instructor to discuss final report• Attend final report meeting by Friday, November 22nd
December 1 - 8	<ul style="list-style-type: none">• Complete the student self-evaluation, learning objectives rubric form, and weekly journal and email the forms to the instructor by Friday, December 6th