I. Catalog Description: This course is designed to offer students the opportunity to integrate academic study with work experience that is germane to their major or minor. Enrollment requires a two-semester minimum commitment that may be accomplished by 1) alternating semesters of full-time study with semesters of curriculum-related employment, or 2) enrolling in courses at least half-time (6 semester hours) and working part-time in parallel positions of curriculum-related employment. The department Cooperative Education advisor will supervise the student's experience and assign the final grade based on the student's final report which is required to complete the course. Students may participate in the Cooperative Education program for an unlimited number of semesters but a maximum of 6 hours credit may be counted toward a degree.

II. Prerequisites: Completion of 30 semester hours which includes 12 hours in the major or minor discipline in which the Cooperative Education course is desired, minimum overall GPA of 2.5 and a minimum GPA of 3.0 in the appropriate major or minor field, and department head approval.

III. Expanded Course Description:
Topics and directed activities to be included in MKTG 399 are as follows: pre-professional work experience tailored to a student’s academic program; opportunities for application of knowledge gained through the student’s combined classroom curriculum experience; reports will be developed by the supervised student encompassing the knowledge gained through the supervised work experiences; career goals may be identified and clarified; interaction with experienced professionals in the workplace will offer opportunities for students to increase their own confidence and professionalism. The course is intended for junior or senior level students. This course will serve as an upper level elective.

IV. Intended Student Outcomes: (Must include outcomes of knowledge and skills, and may also include behavioral).
At the conclusion of the course the student will be able to:
1) synthesize experiences gained in the workplace with theory and knowledge
acquired in the classroom; 2) demonstrate understanding of theory and knowledge acquired in the classroom setting as such theory and knowledge applies to the workplace; 3) be better prepared for the commencement of a career; 4) apply knowledge gained through the student’s combined classroom curriculum experience to assist with the student’s career development; 5) have a better understanding of career possibilities open to the student; and 6) have greater confidence in their own competencies and professionalism.

V. Unless otherwise stipulated in this master syllabus by the department, the following items are subject to faculty discretion as described in each faculty member’s individual course outline/syllabus:
   a) Course Grading Requirements
   b) Required Text(s)
   c) Bibliography

VI. Academic Honesty: Cheating, plagiarism (submitting another person’s materials or ideas as one’s own), or doing work for another person who will receive academic credit are all-impermissible. This includes the use of unauthorized books, notebooks, or other sources in order to secure of give help during an examination, the unauthorized copying of examinations, assignments, reports, or term papers, or the presentation of unacknowledged material as if it were the student’s own work. Disciplinary action may be taken beyond the academic discipline administered by the faculty member who teaches the course in which the cheating took place.

VII. Students With Disabilities Policy: It is the policy of Tarleton State University to comply with the Americans with Disabilities Act (ADA) and other federal, state, and local laws relative to the provision of disability services. Students with disabilities attending Tarleton State University may contact the Office of Disability Services at (254) 968-9478 to request appropriate accommodation. Furthermore, formal accommodation requests cannot be made until the student has been officially admitted to Tarleton State University.

Department Head Signature/Date:

________________________________________  ____/_____/_____
     Signature                        Date