



INSTRUCTIONAL PACKAGE

BCT 200

Supervised Cooperative Work
Experience (SCWE)

Effective Term
Summer/2020

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Summer 2020

COURSE PREFIX: BCT 200

COURSE TITLE: SCWE in Building Constr.
Tech.

CONTACT HOURS: 24.0

CREDIT HOURS: 6.0

RATIONALE FOR THE COURSE:

This course enables the student to work in the construction industry. Students work for companies or government agencies involved in building, industrial, highway, or civil construction projects. Students must be involved with at least one of the following activities: construction building trades including but not limited to carpentry, concrete or masonry; jobsite safety; construction quality control; building code enforcement; reading and interpretation of drawings and specifications; construction scheduling; cost estimating; subcontractor coordination; support of jobsite managerial staff. The student prepares a written report at the end of the internship period.

COURSE DESCRIPTION:

This course integrates building construction skills within an approved work site related to the construction industry.

PREREQUISITES/CO-REQUISITES:

(Credit level AET 101 Minimum Grade of C or Credit level AET 101 Minimum Grade of TC) or (Credit level CET 127 Minimum Grade of C or Credit level CET 127 Minimum Grade of TC)

REQUIRED MATERIALS:

Memorandum of Understanding / SCWE Student Handbook

[BOOKSTORE.](#)

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

ADDITIONAL REQUIREMENTS:

1. Complete the Memorandum of Understanding and submit to the instructor by no later than **TBD**
2. Meet with your supervisor to identify four (4) learning objectives and have your supervisor and instructor sign the "Learning Objectives" section by no later than **TBD**
3. Meet with your instructor to review progress of internship
4. Have your supervisor complete supervisor evaluation form and submit it by **TBD**
5. Complete student evaluation form and submit it by **TBD**
6. Maintain a weekly log. Provide a brief summary of your weekly activities at the job site along with a photo representing work or site.
7. Prepare a written report and submit it to the instructor by no later than **TBD**.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.
WaveNet and D2L email access.

CLASSROOM ETIQUETTE:

Refer to your employer's work policy handbook

Please be aware that we will be communicating during the semester regarding your progress. Make every effort to respond to communication efforts in a timely manner.

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Learning Objectives are dependent upon employer trade discipline and work demands. However, the general objective is to obtain construction related experience to build upon course work in the program.

Objectives may include, but not limited to, the following:

1. Obtain skills in the building construction trades: carpentry, masonry, concrete, or other applicable trades
2. Read and interpret construction drawings
3. Prepare job site documentation such as daily construction reports
4. Prepare a construction schedule
5. Assist in the preparation of a cost estimate
6. Become familiar with the use of contract documents
7. Demonstrate safe use of hand tools and proper use of personal protective equipment

8. Deal effectively with supervisory staff, peers, clients, and subcontractors

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

Part III: Grading and Assessment

REQUIRED COURSE MEASURES AND ARTIFACTS*

1. Memorandum of Understanding
2. Supervisor Evaluation (SCWE Handbook)
3. Student Evaluation (SCWE Handbook)
4. Student written report with weekly log and job site photos

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*

1. SCWE Handbook

Each employer will be given a form to evaluate the student’s performance and daily attendance. The evaluation form is part of the SCWE Handbook and it is to be completed by the student’s direct supervisor prior to the conclusion of the internship. Students must also complete the student evaluation form. The SCWE Handbook is due to the instructor by no later than **TBD**. Students have the obligation to show up to work on time, to display teamwork, to learn and be trainable in all aspects of the current assignment. **Students must follow the employers’ personnel policy and procedures at all times.**

2. Instructor Visits & Attendance Verification

A faculty member will visit each student during the SCWE period to review the student performance and progress. Visits will typically take places every other week or as determined by the instructor’s schedule. Students will be notified in advance for each scheduled appointment. **It is the responsibility of each student to obtain permission from his/her supervisor to meet with the instructor.** Each meeting will last between 30 to 45 minutes.

3. Student Written Report

The student is to prepare a typewritten report regarding the summer internship experience. This report is to have a minimum of five pages, double spaced. Use size 12 Times New Roman font. A weekly log and job site photos must be part of this report. This report is due by **TBD**.

****Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

GRADING SYSTEM:

Although the employer has a substantial input on the student's evaluation, the final grade is entirely up to the instructor's criteria

ALL GRADES GIVEN FOR THE INTERNSHIP WILL BE EITHER:

S – Satisfactory: not used in GPA calculations; carries a value of 0 quality points, but does cause credit hours to be earned

U – Unsatisfactory: not used in GPA calculations; earns 0 credit hours

I – Incomplete: does not effect GPA; defaults to "F" automatically after one term if the incomplete work has not been completed and generates 0 quality points and 0 credit hours. Incomplete submission of documentation at the end of the semester will result in a grade of "I"

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop ([ACADEMIC CALENDAR](#)). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **Instructors define absentee limits for their class at the beginning of**

each term; please refer to the Instructor Course Information Sheet.

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring appointments using TutorTrac, visit the Student Services tab in WaveNet. Email ssc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



CENTRAL STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following **free** resources:

1. **Getting around HGTC**: General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) including scheduled technology training, Office 365 support, password resets, and username information.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.
5. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324).

STUDENT TESTING:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

TITLE IX REQUIREMENTS:

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee.

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

Dr. Melissa Batten, VP Student Affairs

Title IX Coordinator

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

Melissa.Batten@hgtc.edu

Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

Jacquelyne Snyder, VP Human Resources

EEO and Title IX Coordinator

Building 200, Room 212A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu