



INSTRUCTIONAL PACKAGE

EGR 289

Supervised Cooperative Work
Experience in Engineering

Effective Term
Summer/2020

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: 2019.30

COURSE PREFIX: EGR 289

COURSE TITLE: SCWE in Engineering

CONTACT HOURS: 12.0

CREDIT HOURS: 3.0

RATIONALE FOR THE COURSE:

This course enables the student to work in the civil engineering 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: engineering trades including but not limited to: drainage; water; waste water; soils; inspections; use of AutoCAD; testing agency; reporting; permitting. Students could also be involved with the following 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 engineering skills with an approved job environment related to the engineering industry.

PREREQUISITES/CO-REQUISITES:

(Credit level [EGR 275](#) Minimum Grade of C or Credit level [EGR 275](#) Minimum Grade of TC)

REQUIRED MATERIALS:

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

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

TECHNICAL REQUIREMENTS:

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

STUDENT IDENTIFICATION VERIFICATION

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

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.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

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 civil engineering related experience to build upon course work in the program.

Objectives may include, but no limited to, the following:

1. Obtain experience and skills in the civil engineering industry.
2. Read and interpret design documents.
3. Read and interpret drainage, water, sewer, reports
4. Produce usable Cad Files
5. Make necessary observations in relation to a vacant site to be development.
6. Assist in the preparation of a design or construction schedule.
7. Assist in the preparation of a cost estimate.
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

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*

Students’ performance will be assessed based on a successful completion of the required paperwork and evaluations

1. Memorandum of Understanding
2. Student Handbook
 - a. 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**. Student 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.**
3. Instructor Visits & Attendance Verification
 - a. A faculty member will visit each student during the SCWE period to review the student performance and progress. Visits will typically take place 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.
4. Student written report with weekly log and job site photos
 - a. 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 the report included in an appendix section. 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:

Please note the College adheres to a 10 point grading scale A = 100-90, B = 89 – 80, C = 79 – 70, D = 69 – 60, F = 59 and below.

Although the employer has 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 affect 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 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **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 coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
- 2. On-line student success and academic support resources.**

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, 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 any time.

TECH Central – Student Information Center



TECH Central provides quality enrollment and collegiate guidance for students, faculty, and staff. Services include phone, walk-in, and online technical support for technology training and troubleshooting. Additionally, we offer support in Office 365, Outlook E-mail setup, and ID cards.

Phone: 843-349-5340

Email: techcentral@hgtc.edu

Text: 843-357-8552

TECH Talk (Live Chat): Located on the "Home" tab in WaveNet.

Website: www.hgtc.edu/techcentral

Locations:

Conway Building 1100, Room 132D

Grand Strand Building 200, Room 136

Student Testing: (If course is offered in multiple format include this section, delete if only F2F sections are offered.)

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

Furthermore 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 Beth Havens, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals 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.

Inquiries regarding the non-discrimination policies: Students 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, Section 504, Title II, and Title IX

Coordinator, Building 200, Room 212A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, Jacquelyne.Snyder@hgtc.edu.

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 policies:	
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Dr. Melissa Batten, VP Student Affairs <i>Title IX Coordinator</i> Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 Melissa.Batten@hgtc.edu	Jacquelyne Snyder, VP Human Resources <i>Section 504, Title II, and Title IX Coordinator</i> Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 Jacquelyne.Snyder@hgtc.edu