



INSTRUCTIONAL PACKAGE

EGR 289

Supervised Cooperative Work
Experience in Engineering

Effective Term
Fall 2023/Spring 2024/Summer 2024

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2023/Spring 2024/Summer 2024

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.

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 2021-2022
5. Maintain a weekly log. Provide a brief summary of your weekly activities at the job site alone 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 learning management system (LMS) used for course materials.

Access to myHGTC portal for student self-services.

College email access – this is the college's primary official form of communication.

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:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

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*:

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. 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, and 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, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@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.



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, financial aid, registration, and payment plan support!

2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **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), Option #1.



HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries are equipped with computers to support academic research and related school work; printing is available as well. Visit the [Library](#) website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

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 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, Title VII, 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, Section 504, and Title II 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

Affirmative Action/Equal Opportunity Officer and Title IX Coordinator
Building 200, Room 205B, Conway Campus
PO Box 261966, Conway, SC 29528-6066
843-349-5212

Jacquelyne.Snyder@hgtc.edu

