



Course Syllabus

Dual Enrollment: Cooperative Education

EDG 2949 / CRN: 84622/ Fall 2026

A Session (8.10.26 – 12.18.26) Co-Op at Chautauqua Charter School

Pre-requisites: None

Contact Information

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Course Information

Important Note

For any syllabus posted prior to the beginning of the term, the instructor reserves the right to make minor changes prior to or during the term. The instructor will notify students via e-mail or Canvas announcement when changes are made in the requirements and/or grading of the course.

Catalog Description:

Minimum of 2.50 GPA, completion of cooperative education enrollment, interview with Co-op coordinator, availability of employment, internship, or volunteer position with employer. An interview with a Co-op employer is required. Students must complete at least 100 work hours (2 credits) of supervised, practical work experience in an appropriate business, industry, government agency, or institution.

Prerequisite: None

Please refer to the Co-op web page to find current employment, internships, and volunteer opportunities.

Cooperative Education Web Page: <http://www.gulfcoast.edu/current-students/coop/index.html>

Student Learning Outcomes (SLOs):

Course Objectives: Upon completion of this course, students will be able to:

Objective 1: Contribute volunteer time through working with students with disabilities and better understand service-learning methods and techniques as part of the Chautauqua student curriculum.

Objective 2: Analyze and recognize workplace strengths and weaknesses in communication, time management, personal responsibility, and initiative while at the volunteer work site.

Objective 3: Recognize how schools like Chautauqua fulfill social needs in our community.

Student Learning Outcomes (SLOs):

1. After talking with students and instructors at Chautauqua, the student will identify at least three types of barriers that people with disabilities may experience.
2. Working with the instructors at Chautauqua, the student will explain at least two goals and objectives of Chautauqua students.
3. After observing the instructors and students at the Chautauqua School, the student will describe at least three specific facts about a school day.
4. After interacting with instructors and students in classroom environments, the student will determine the importance of learning at least three life-long skills in the Chautauqua School environment.
5. After interacting with students and instructors in a charter school setting, the student will identify specific service-learning methods.
6. Given a monthly volunteer log, the student will evaluate the number of service-learning hours served each day, meeting at least 100 hours by the end of the course.

Course Materials & Resources:

There is no textbook for this course.

Delivery Method:

This is a web-based course. All online courses at GCSC utilize the Canvas Learning System. Students should read all information on the Canvas course site and periodically check for updates—at least every 48 hours.

Attendance and Make-Up Policies for this Course

Attendance Policy:

Although physical class meetings are not part of this course, participation in all interactive learning activities is required. Students “attend” class by completing the assignments and logs and turning them in on or before the due date.

Policy for Grades

Course evaluation will include multiple assignments/methods. The Canvas learning management system will be used to collect all course assignments. Scoring rubrics will be used to define criteria for mastery, provide feedback, and score/evaluate all assignments except for exams.

- Final grades are based on the average of all assignments within grading categories.
- Assignments are due by Friday at midnight.
- Submitted assignments are reviewed, feedback is provided if submitted by the deadline, and grades are posted every week.
- The instructor may approve an assignment deadline extension due to emergencies. **It is the student’s responsibility to contact the instructor in these cases.** Prior instructor approval is required.
- If a deadline extension has been approved, the student MUST notify the instructor by email when a late assignment has been submitted.

AI Policy for this Course

Generative AI Use with Permission and Disclosure

Students may use basic assistive technologies for spelling, grammar, and formatting (e.g., PaperRater or SpellCheckPlus). Generative AI tools (e.g., ChatGPT, Copilot, Grammarly’s AI function, etc.) may also be used for classes and/or assignments **where instructors have given explicit permission**. Students must clearly disclose and properly cite any AI-generated content used in their work, in accordance with course guidelines. Students are **permitted to use AI only in the manner and means described by the instructor**. In this course, students are NOT ALLOWED to use any type of AI.

Unacknowledged or unauthorized use of AI will be treated as a violation of academic integrity and may result in penalties, including a zero on the assignment and additional disciplinary actions as outlined in the college’s academic integrity policy.

Student Expectations

Communication and feedback within the course will occur through various channels, including GCSC email, Canvas Inbox, Canvas Announcements, Canvas Discussions, Microsoft Teams or Zoom, assignment feedback, and/or instructor office hours.

Additionally, as a student at Gulf Coast State College, you are expected to:

- **Adhere to Course Guidelines:** Follow the instructions within the course syllabus, along with any additional instructions provided by the instructor. Be certain you understand the course objectives, grading criteria, and academic policies.

- **Maintain Regular Contact:** Keep in touch with your instructor via your GCSC email or other designated communication channels. Regular contact helps clarify doubts, share ideas, and foster a collaborative learning environment.
- **Active Participation:** Engage actively in the course and submit assignments on time. Your active participation is crucial for your academic success and contributes to a deeper learning experience.

As your instructor, my commitment to you is to:

- **Provide Timely Feedback:** I will review and provide feedback on your assignments and submissions promptly. My goal is to help you understand your strengths and areas for improvement.
- **Respond via Canvas Inbox:** I will respond to your emails or messages within 24-48 hours unless otherwise noted. I understand the importance of clear and timely communication in addressing your questions and concerns.
- **Maintain Weekly Office Hours:** I will maintain regular weekly office hours, but I can also be available by appointment. This is to ensure I'm available to answer any questions or address any concerns that may come up during the week.

Assignments/Assessment Instruments

Class begins

- Log onto Canvas and look over the modules and assignments to get acquainted with the flow of work.
- Download and print Activity Logs

Due October 9

- Submit September Log
- Turn in the First Assignment

Due November 6

- Submit October Log
- Turn in the Second Assignment

Due December 11

- Submit November/December Log
- Turn in the Third Assignment

Course Schedule

Dates	Module	Module Assignments
August 31 – October 2	1	Activity Log One: Community Hours at Chautauqua Article Reflection One: High School Students and Social-Emotional Learning (SEL) Integration. Both Due October 9, 2026
October 5 – October 30	2	Activity Log Two: Community Hours at Chautauqua Article Reflection Two: Access to Support Systems & Resources for Special Needs Students. Both Due November 6, 2026
November 2 – December 4	3	Activity Log Three: Community Hours at Chautauqua Third Essay: Reflection Questions Both Due December 11, 2026

Policy for Evaluations

Course evaluation will include multiple assignments/methods. The Canvas learning management system will be used to collect all course assignments. Scoring rubrics will be used to define mastery criteria, provide feedback, and score/evaluate all assignments except exams.

- Final grades are based on the average of all assignments within weighted grading categories.
- **One point will be deducted for each day your work is late.**
- Scores/grades will be provided for all assignments.
- The instructor may approve an assignment deadline extension due to emergencies. It is the student's responsibility to immediately contact the instructor in these cases. Do not wait until the assignment has closed. Prior instructor approval is required.
- If a deadline extension has been approved, the student **MUST** notify the instructor by email when a late assignment has been submitted.

Grading

Grading Scale

All grades will be posted in the student grade book in Canvas and will be assigned according to the following scale:

A	90%-100%
B	80%-89%
C	70%-79%
D	60%-69%
F	59% and below

Incomplete Grades

Grades of Incomplete in any course can only be assigned to students who have an emergency arise during the last two weeks of the course. To receive an Incomplete, students must:

- Submit a written request to the instructor prior to the last face-to-face class meeting. For online courses, a written Incomplete request must be received no later than the week before the Final Exam period begins.
- Have completed no less than sixty percent of the course requirements and be passing the course at the time the request for an Incomplete is submitted.

Important Note: The Incomplete option provides 30 days from the date grades are due to make up any missing work; if all remaining work is not submitted during this period, the grade will automatically change to an "F."

General GCSC Course Policies

Accessibility Statement

Gulf Coast State College supports an inclusive learning environment for all students. If there are aspects of the instruction or design of this course that hinder your full participation, reasonable accommodations can be arranged. Prior to receiving accommodations, you must register with Student Accessibility Resources. Appropriate academic accommodations will be determined based on the documented needs of the student. Please visit [GCSC's Student Accessibility Resource \(SAR\) webpage](#) to learn more. For information regarding the registration process, email sar@gulfcoast.edu or call 850-747-3243.

GCSC Attendance Policy

Regular class attendance and participation are significant factors that help to promote success in college. Students are expected to attend all class meetings of all courses for which they are registered.

You are expected to know the instructor's specific attendance policy as stated in the syllabus for each course. In the event of absence, you should contact your instructor as soon as possible to indicate the reason and to inquire whether make-up work is possible. (Make-up work is offered solely at the discretion of your professor.)

If your absences in a class become excessive, as stated in the course syllabus, your professor can withdraw you from a course for excessive absences without your permission.

Instructors will monitor attendance at the beginning of each semester. If you are not in attendance during this period, you may be withdrawn from the course. You will be financially responsible for the course, and a "W or NS" will appear on your transcript. Withdrawal from a course may also have implications for financial aid.

Withdrawal Policy

Two withdrawals are permitted per credit course. After that, a grade will be assigned. Please be concerned about withdrawals. When admitting students into certain programs, universities may calculate withdrawals as grades. It is your responsibility to verify the effects of enrollment and/or withdrawal upon your financial assistance (financial aid, scholarships, grants, etc.). There are two kinds of withdrawals---student and administrative.

- **Student Withdrawal (W1)** - Students wishing to withdraw must complete the online Student Withdrawal Form before the scheduled withdrawal deadline as published in the College catalog. Student withdrawals initiated prior to the scheduled withdrawal deadline will be recorded as a grade of "W." The withdrawal deadline for an off-term or condensed term is one week after midterm.
- **Administrative Withdrawal (W2)** – A faculty member may withdraw a student up to the published withdrawal deadline for violation of the class attendance policy, in which case the student will receive a grade of "W." The withdrawal deadline for an off-term or condensed term is one week after midterm.

Students cannot withdraw from developmental studies courses (college-preparatory classes) after the drop/add period without written permission from their instructor and/or their academic advisor.

Academic Integrity

Honest participation in academic endeavors fosters an environment in which optimal learning can take place and is consistent with the college's mission. Academic misconduct, including cheating or plagiarism, is destructive to the spirit of an educational environment. GCSC professors report every instance of student academic misconduct to the college for inclusion in the student's records.

Most course syllabi include an academic honesty policy and the consequences for violating this policy. Familiarize yourself with course policies regarding authorized or unauthorized use of AI to avoid the pitfalls of academic dishonesty.

The following definitions will apply:

"Cheating" includes but is not limited to the use of any unauthorized assistance in taking quizzes, tests, or examinations; dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; the acquisition without permission of tests or other academic materials belonging to a member of the College's faculty.

"Plagiarism" includes, but is not limited to, the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment, as well as the purchase of papers or projects. It can also include overuse of an editing program like Grammarly or submitting work written by an Artificial Intelligence (AI) generator like ChatGPT. Make certain to consult your course syllabi for your instructor's guidelines on AI material.

"Self-plagiarism" occurs when a student submits the same or a considerably similar document to fulfill requirements in different classes. For example, if a student submits a term paper in Religion that they originally wrote for an English class, this is self-plagiarism. Once a paper receives a grade in one class, it cannot be submitted again for another class.

"Generative Artificial Intelligence (AI)" is technology that uses machine learning to create new content, such as text, images or code, based on user input. These systems are trained on vast amounts of data, including large language models and image or code generators. Common examples include ChatGPT, GitHub, Copilot, Google Gemini, Perplexity, and the Grammarly AI function.

Sanctions for incidents of academic misconduct, depending on the severity of the incident and/or its repetition, may range from receiving an F grade (or 0) for the test, assignment, or activity, to failure of the course, to suspension or dismissal from the college.

Classroom Recording

In accordance with federal and state privacy laws, students may record class lectures for their own personal educational use, in connection with a complaint to the college, or as evidence in internal or external legal proceedings. Students may not publish or upload the recordings or any components thereof without the knowledge and written permission of the faculty member.

Failure to obtain permission to publish could lead to the students having to pay damages, attorney fees, and court costs. For more information about what can be recorded, please see the guidelines in the GCSC Student Handbook.

Generative Artificial Intelligence (AI) Policy

The use of generative AI tools in academic work requires clear guidelines to maintain academic integrity. Please review the policy selected for this course regarding the use of AI tools such as ChatGPT, Copilot, Grammarly's AI features, and similar platforms for assignments, research, and other coursework.

See the student handbook for further information. Students with questions about acceptable use should consult their instructor.

Anti-Discrimination Policy

Gulf Coast State College does not discriminate against any person in its programs, activities, policies, or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.

All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination may be directed to Amanda Reed, Executive Director of Human Resources/Title II/504/Title IX Coordinator and Employment Equity Officer, Gulf Coast State College, 5230 W. US Highway 98, Panama City, FL 32401; 850-769-1551, ext. 3516. Rules, policies, fees, and courses described in this catalog are subject to change without notice.

Student Support Resources

Gulf Coast State College is committed to providing you with the resources you need for success as a student and beyond. View all the academic and student support resources provided at GCSC on the [Student Services web page](#).

Course Technology & Support

To successfully participate in this online course, students must have basic computer and digital information literacy skills and meet the following technology requirements:

- Computer: Up-to-date web browser that supports the Canvas learning management system; please refer to the system requirements for compatibility and information on using the Canvas app on mobile devices.
- Internet Speed: Minimum bandwidth of 8 Mbps upload/download speed to effectively engage in online activities and access multimedia.
- Office 365 software: Available for free download through GCSC Information Technology Services (ITS).
- If you need technical support, contact the ITS Help Desk, available 24/7 at (850) 913-3303.