

Illinois State University Co-op Education Courses

Instructor:

Dr. Kathy Mountjoy

June 1 – June 19, 2020 – BE 480, Section 091 - Organization and Administration of Career and Technical Cooperative Education Programs

June 22 - July 10, 2020 – BE 482, Section 091 - Coordination Techniques of Career and Technical Cooperative Education Programs

3 semester
hours of ISU
graduate credit
per class

To help accommodate the flexibility of summer schedules, students will be able to work at their own pace as long as they finish within the three-week period and submit certain time-sensitive assignments on schedule. Due dates for all coursework will be posted on ReggieNet on the first day of class.

***Textbook Information**
The ISU instructor will contact each student with textbook information, **by email**, upon enrollment into the class.

In order to complete these online courses, you should be familiar with accessing information via the Internet, uploading and downloading files, and participating in threaded discussions. During the courses, you will be creating documents in Word and PowerPoint in addition to using ReggieNet to access course materials. You must be familiar with the software in order to complete the assignments. The computer you use should have a broadband connection rather than a dial-up modem.

* These classes are required by ISBE for teachers to be qualified as coordinators for a cooperative vocational education program and/or a work-based learning program. The classes will provide you with information that can be used in the classroom.

Tuition/Fees, Admission, and Registration

\$1,487.61 per class

To register for a class every student must do the following:

- **ALL students** must apply to ISU. Each student **must have** a University Identification Number (UID#) to register for a class. (New students to ISU or those moving from an undergraduate to a graduate program must also pay a \$50.00 ISU application fee.) For all admission information please go to <http://grad.illinoisstate.edu/admission/visiting/> and apply for admission as a Visiting Student. **Do not** apply to the MSBE business education masters program.
- When admission to Illinois State is complete and you receive your UID#, **please email Dr. Horace Melton** at: hmelto@ilstu.edu with your intent to register and the following information: Your name, UID#, Course Name(s) and Course Date(s). Consent of the chair of the Department of Marketing to enroll in the courses is required, because the Business Education program is housed in the Department of Marketing.
- Then follow the instructions at this link to register for the BE 480 and BE 482 course(s) <https://registrar.illinoisstate.edu/registration/>

□ **BILLING INFORMATION:**

For student billing information, please go to
<http://studentaccounts.illinoisstate.edu/billing/>

□ For further information please contact:

Dr. Horace Melton at: hmelto@ilstu.edu

Dr. Kathy Mountjoy at: kjmount@illinoisstate.edu

Coordinated by

PERFECT

Space is limited! An additional set of classes will be offered when these are full. Please visit www.perfectpeoria.com for updates. Contact PERFECT at 2000 Pioneer Parkway Suite 19C Peoria, IL 61615 or phone 309.693.7373.