

# Illinois State University Co-op Education Courses

Instructor:  
Dr. Tamra Davis

June 3 – June 21, 2019 – BE 480, Section 091 - Organization and Administration of Career and Technical Cooperative Education Programs

June 24 - July 12, 2019 – BTE 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

\$1,457.61 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/>
- When admission to Illinois State is complete and you receive your UID#, please email Dr. Horace Melton at: [hmelto@ilstu.edu](mailto:hmelto@ilstu.edu) with your intent to register and the following information: Your name, UID#, Course Name(s) and Course Date(s)
- Then follow the instructions at this link to register for the course(s)  
<http://registrar.illinoisstate.edu/registration/info.shtml>
- **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](mailto:hmelto@ilstu.edu)

Dr. Tamra Davis at: [tdavis2@ilstu.edu](mailto:tdavis2@ilstu.edu)

Dr. Kathy Mountjoy at: [kjmount@illinoisstate.edu](mailto: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](http://www.perfectpeoria.com) for updates. Contact PERFECT at 2000 Pioneer Parkway Suite 19C Peoria, IL 61615 or phone 309.693-7373.