

**NEOSHO COUNTY COMMUNITY COLLEGE
MASTER COURSE SYLLABUS**

COURSE IDENTIFICATION

Course Code/Number: ETEC 136

Course Title: Industrial Internship

Division: Applied Science (AS) Liberal Arts (LA) Workforce Development (WD)
 Health Care (HC) Lifetime Learning (LL) Nursing Developmental

Credit Hour(s): 1,2,3

Effective Date: Spring 2013

Assessment Goal Per Outcome: 80%

COURSE DESCRIPTION

The Industrial Internship course provides credit for work-related experience. The main goal of the industrial internship course is for students to become aware of workplace skills needed in the job market and to have an opportunity to apply those skills. Linking formal classroom training to related work experience allows opportunity for cognitive, affective, and psychomotor skills to be developed and applied. Students will be asked to document workplace interactions and record reflections and observations in a journal. A total of 45 hours per credit hour in on-the-job/internship experience is required per credit hour. This is a repeatable course. Unless otherwise approved, a maximum of 20 hours of credit is allowed for this course.

MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES

Concurrent or previous enrollment in a related program of study.

TEXTS

The official list of textbooks and materials for this course is found on [myNeosho](#).

<http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx>

GENERAL EDUCATION OUTCOMES

1. Practice Responsible Citizenship through:
 - identifying rights and responsibilities of citizenship,
 - identifying how human values and perceptions affect and are affected by social diversity,
 - identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
 - listing factors associated with a healthy lifestyle and lifetime fitness,
 - identifying the importance of lifetime learning,
 - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
3. Communicate effectively through:
 - developing effective written communication skills,
 - developing effective oral communication and listening skills.
4. Think analytically through:
 - utilizing quantitative information in problem solving,
 - utilizing the principles of systematic inquiry,
 - utilizing various information resources including technology for research and data collection.

COURSE OUTCOMES/COMPETENCIES (as Required)

Students will be able to:

OUTCOME 1: Demonstrate workplace skills common to all jobs.

Competencies:

1. Punctuality
2. Grooming
3. Listening
4. Communication
5. Respect
6. Work ethic
7. Initiative
8. Follow-through

OUTCOME 2: Demonstrate workplace skills directly related to the specific job.

Competencies:

1. Quality in job output
2. Quantity in job output

MINIMUM COURSE CONTENT

1. Meet with instructor and discuss requirement of the internship course.

2. Establish internship site.
3. Document 45 hours at the jobsite per credit hour.
4. Submit journal entries as assigned.
5. Meet instructor as scheduled.
6. Submit time log as assigned.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

1. A minimum of three journal entries are required per credit hour.
2. Punctuality and quality in the submission of journals will determine points on the journal activity.
3. The jobsite supervisor will provide a written evaluation of the student.
4. Student will review the jobsite supervisor's written evaluation and create a journal entry for each skill identified in Outcome 1 and 2 based on the student's reflections on the supervisor's evaluation.

Grades will be determined according to the following scale based on total points possible:

90% to 100% = A; 80% to 89 = B; 70% to 79% = C; 60% to 69% = D; 0% to 59% = F

ASSESSMENT OF STUDENT GAIN

This is a cooperative education venture between the student, employer, and college. Each individual student will have unique job tasks and learning outcomes in addition to the standard workplace skills which every student will be expected to learn. Growth of the student in the industrial specialty and in employability skills will be assessed by both the coordinator and the employer/job supervisor.

Attendance Policy

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information

3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

ACADEMIC INTEGRITY

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

ELECTRONIC DEVICE POLICY

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

NOTE

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

ACCOMMODATIONS

If you are a student with a disability who may need accommodation(s), in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, please notify the Dean of Student Services in the Student Services Office, Sanders Hall, 620-432-0304, on the Chanute Campus, or the Dean for the Ottawa and Online Campuses, 785-248-2798, on the Ottawa Campus as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

NON-DISCRIMINATION POLICY

The following link provides information related to the non-discrimination policy of NCCC, including persons with disabilities. Students are urged to review this policy.

<http://www.neosho.edu/Departments/NonDiscrimination.aspx>

SEXUAL MISCONDUCT POLICY (TITLE IX)

At NCCC, it is the responsibility of an instructor to help create a safe learning environment in the classroom, including both physical and virtual classrooms. All instructors are considered mandatory reporters at NCCC, therefore any information regarding sexual misconduct that is shared by a student in one-on-one meetings with the instructor must be reported to appropriate personnel at the College. Instructors will keep the information private to the greatest extent possible, but it is not confidential. Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night events do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made.

The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

<http://www.neosho.edu/TitleIX.aspx>

COURSE NOTES