

**JEFFERSON COLLEGE**

**COURSE SYLLABUS**

**INT193**

**TECHNICAL INTERNSHIP**

3 Credit Hours

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Last Revised by:

Curriculum Committee Approval Date:

Minor Revision or Update by: Shannon Crow

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## INT193 Technical Internship

### I. CATALOGUE DESCRIPTION

- A. Pre-requisites: Instructor consent, cumulative GPA of 2.0 or better, and reading proficiency.
- B. 3 Semester Credit Hours
- C. Technical Internship is a supervised occupational experience with a business partner that enables students to become acquainted with and more proficient in day-to-day work experiences under the direct supervision of a qualified supervisor in a location approved by the instructor. A total of 40 clock hours is required for the technical internship. Technical Internship is an elective course for the following Associate of Applied Science degrees and corresponding certificates: Automotive Technology; Biomedical Electronics Technician; Computer Information Systems; Computer Integrated Manufacturing; Electronics Technology; Heating, Refrigeration, and Air Conditioning Technology; and Welding Technology. (F, S, Su)

### II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES

Apply academic knowledge in a professional setting	Instructor's Site Visit Supervisor Evaluation Essential Skills List Daily/Weekly Journal Reflection Paper/Self-Evaluation
Demonstrate appropriate technical skills	Instructor's Site Visit Supervisor Evaluation Essential Skills List Daily/Weekly Journal
Develop professionally relevant competencies and relationships in a professional setting	Instructor's Site Visit Supervisor Evaluation Reflection Paper/Self-Evaluation
Demonstrate professional etiquette	Instructor's Site Visit Supervisor Evaluation Reflection Paper/Self-Evaluation

### III. OUTLINE OF TOPICS

- A. Academic training as it applies to actual work experience

- B. Technical skills as they apply to actual work experience
- C. Introduction of student to potential employer
  
- D. Personal work habits and professional preparation

#### IV. METHOD(S) OF INSTRUCTION

- A. Students work with internship provider in determining supervised work hours.
- B. Student communication on a weekly basis with internship coordinator with daily/weekly journals and documentation of hours completed.
- C. Evaluation form is completed by the internship provider after the required amount of hours are completed.
- D. Internship coordinator will make a site visit to the internship provider during the semester. The site visit may be substituted by a phone call if travel is prohibitive.
- E. Essential skills list.
- F. Reflection paper/self-evaluation.

#### V. REQUIRED TEXTBOOK(S)

None

#### VI. REQUIRED MATERIALS

As assigned by internship provider.

#### VII. SUPPLEMENTAL REFERENCES

As assigned by internship provider.

#### VIII. METHOD OF EVALUATION

- A. Students are evaluated by the number of hours worked, daily journal submissions, essential skills list, and an evaluation instrument provided by the internship coordinator to the internship provider.

The student is required to complete a minimum of 40 hours per credit hour. The hours will be documented in daily journal submissions and verified by the

internship provider. The hours worked will comprise 25% of the final internship grade.

The students are required to complete daily/weekly journals, an essential skills list, and a reflection paper or self-evaluation. The journals, skills list and reflection paper/self-evaluation will comprise 25% of the final internship grade.

The internship coordinator will schedule a confidential in-person meeting or teleconference with the student's supervisor to discuss the student's progress and performance. At the end of the internship, the supervisor will complete a confidential internship evaluation and submit it to the internship coordinator. The internship evaluation and feedback gained from the supervisor/coordinator meeting will comprise 50% of the final internship grade.

B. Assignment of Final Letter Grades

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = Below 60

C. Attendance Policy

Students are expected to attend their chosen internship work place just as they would be expected to be present at permanent employment positions. Failure to do so will result in a grade of "F" for the course. Students are also required to regularly contact the internship coordinator via journal reports to maintain clear lines of communication throughout the internship experience.

IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (TC101; phone 636-481-3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website <http://www.jeffco.edu>).

## XI. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

## XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically-related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.

## XIII. DIVERSITY STATEMENT

Jefferson College is a community leader dedicated to supporting and promoting diversity through opportunities and experiences that foster a culture of respect, inclusiveness, and understanding for everyone in the campus community to engage in a diverse world.