

INTERNSHIP COURSE SYLLABUS

Internship Program Advisor Information

Internship & Apprenticeship Coordinator	
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Faculty Internship Advisor Information

Internship Faculty Advisor is assigned by Program Manager or Department Chair

CREDIT/HOUR REQUIREMENTS			
Course Number	Credits	Hours Per Semester	Hours Per Week
INTR 101	1	45	3
INTR 102	2	90	6
INTR 103	3	135	9

Course Description

Provides the student with an opportunity to gain knowledge and skills from a planned work experience in the student's chosen career field. In addition to meeting Core Learning Outcomes, jointly developed Specific Learning Outcomes are selected and evaluated by the Faculty Internship Advisor, Worksite Supervisor, and the student. Internship placements are directly related to the student's program of study and provide learning experiences not available in the classroom setting. Internships provide entry-level, career-related experience, and workplace competencies that employer's value when hiring new employees. Internships may also be used as an opportunity to explore career fields. Students must meet with the Internship & Apprenticeship Coordinator prior to registering.

The purpose of the Internship Program is to provide each student practical experience in a standard work environment. The Internship & Apprenticeship Coordinator and Faculty Internship Advisor will assist students in making the job a valuable and productive experience. Success in this job will help ensure development of skills necessary for a lasting and rewarding career in the future.

Eligibility requirements for Internship Education

1. Students must be in an eligible FCC program
2. Students must have a minimum 2.0 grade point average
3. Students must be approaching their last 15 credits in their college program
4. Students must satisfy 25% residency requirement

Additional Requirements

1. Students must schedule an orientation with the Internship & Apprenticeship Coordinator and meet with his/her Faculty Internship Advisor to determine eligibility and discuss internship opportunities. ***For Paralegal and Human Services programs, students must meet with their Faculty Advisor prior to meeting with the Internship & Apprenticeship Coordinator.***
2. ***Students must secure their own internship employer.***
3. Students must complete the Student Online Application for Internship Education ***prior to the start of their internship experience.***
4. The student, Worksite Supervisor, Faculty Internship Advisor, and the Internship & Apprenticeship Coordinator must sign the Memorandum of Understanding (MOU) between the employer, student and college. ***The signed MOU must be submitted to the Internship & Apprenticeship Coordinator in order to register for the class.***
5. Some programs may have additional requirements that must be met to be eligible for placement in internship work-sites.

Course Requirements

1. Complete all assignments in the Internship Education Student Workbook.
2. Achieve the Core Learning Outcomes.
3. Meet the Specific Program Outcomes.
4. Students must remain at the internship worksite placement for the agreed upon period for which they are registered. If there are significant changes in the work schedule, in the job expectations, or the working conditions, students are required to contact their Faculty Internship Advisor.

If a student has questions or concerns about the requirements for the course, they should contact either their Faculty Internship Advisor or the Internship & Apprenticeship Coordinator.

If a student encounters problems or situations on the job that they are unable to handle, the Internship & Apprenticeship Coordinator and/or Faculty Internship Advisor should be contacted immediately.

General Guidelines

The student will work closely with the Program Manager, Faculty Internship Advisor, and Career Services to seek out appropriate experiences and develop job seeking skills as part of the internship education experience.

With permission of the Program Manager, a job currently held by a student might be used as the work assignment. Students must be able to prove that additional, enhanced duties and/or knowledge will be gained during the internship experience. Credit will not be awarded for performance of routine tasks for which the student was responsible prior to the internship semester.

Core Learning Outcomes

As a result of the internship experience students will be able to:

1. Apply appropriate workplace behaviors in a professional setting.
2. Demonstrate content knowledge appropriate to job assignment.
3. Exhibit evidence of increased content knowledge gained through practical experience.
4. Describe the nature and function of the organization in which the internship experience takes place.
5. Explain how the internship placement site fits into their broader career field.
6. Evaluate the internship experience in terms of their personal, educational and career needs.

Specific Learning Outcomes

Specific Learning Outcomes will be determined jointly with the student's Faculty Internship Advisor and Worksite Supervisor. Specific Learning Outcomes are linked individually to the Core Learning Outcomes and must describe the tasks that the student will perform and learn on the job. They must state specifically what the student will be able to do at the end of the work experience as a result of the internship placement.

Some outcomes will represent reinforcement activities. They will provide the opportunity to perform and to reinforce familiar skills in the student's new working environment. Others will represent activities which are unfamiliar and which will provide opportunities to acquire new sets of skills.

Instructional Methods

N/A

Text(s) for Course

Internship Education Student Workbook

Evaluation Methods

METHOD(S) OF EVALUATION				
	Faculty Advisor	Work-Site Supervisor	Student	Percent of Grade
Work Place Competencies		X		20%
Weekly Log of Work Activities	X			10%
Demonstrate Learning Outcomes	X	X		60%
Student Internship Performance Appraisal			X	10%

The standard A, B, C, D, F, and I grading format will be used to assign the final grade. The grade is determined by the Faculty Internship Advisor, who will confer with the student and Worksite Supervisor. The grade will be based on a combination of job performance assessments and related assignments in accordance with the format described above.

Progress Report

The Faculty Internship Advisor meets with the student at the one-third point of the experience, the halfway point of the experience, at the close of the experience, and at other times as requested or needed to assess student progress towards meeting the course Core Learning Outcomes and Specific Learning Outcomes.

Attendance Policy

Students are required to report to work on time and according to the requirements of the student's individualized work schedule. Students are expected to conform to all attendance policies established by the employer and must notify the Worksite Supervisor and Faculty Internship Advisor in the event of absence from work. When the employer is open for business on college holidays, the student is expected to report to work as scheduled.

Students receive college credit for an internship based on the total number of hours worked as agreed upon before the work experience begins. Individual work schedules are established by agreement of the student, Worksite Supervisor, and Faculty Internship Advisor.