



INTERNSHIP COURSE SYLLABUS

Internship Education Program Office Information:

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Internship Education Program Advisor Information:

The Learning Division	
Contact for programs in the departments of	
Communications, Humanities and Arts, Science, Social Sciences, English, Math, Computing and	
Business Technology, and Allied Health and Wellness	
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Building Trades Program

Name: Patricia Torres	Office: Advanced Workforce Training Center 200 Monroe Frederick, MD 21701
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Emergency Management Program

Name: Ms. Kathy Forrest	Office: E-111
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Faculty Internship Advisor Information:

Internship Faculty Advisor is assigned by Program Manager or Department Chair.

Course Information:

Credits: Per chart below	Last Day to drop: N/A
Prerequisites: Consent of Internship Coordinator and Program Manager.	Co-requisites: N/A
Meeting Days(s): TBD	Meeting Time(s): TBD

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, Work-site 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 employers value when hiring new employees. Internships may also be used as an opportunity to explore career fields. Students must meet with an Internship Education Program Advisor prior to registering.

Eligibility requirements for Internship Education:

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| 1. Students must have completed a minimum of 12 credits prior to registration for internship. A student generally will not do their internship experience until the last 15 hours of their degree or certificate program. |
| 2. Students must have earned a minimum grade point average of 2.0 to be eligible for internship assignment. |
| 3. Students must schedule an orientation with an Internship Education Program Advisor to determine eligibility and discuss internship work-site opportunities. |
| 4. Students must complete the Student On-line Application for Internship Education prior to the start of their internship experience. |
| 5. The student, Work-site Supervisor and the Internship Education Program Advisor must sign the Memorandum of Understanding (MOU) between the employer, student and college. The MOU must be submitted to your Internship Education Program Advisor prior to the start of the internship experience. |
| 6. Some programs may have additional requirements that must be met to be eligible for placement in internship work-sites. |

Course Requirements:

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| 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 work-site 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 Internship Education Program Advisor.
If a student encounters problems or situations on the job that they are unable to handle, the Internship Education Program Advisor and/or Faculty Internship Advisor should be contacted immediately. |

The purpose of the Internship Education Program is to provide each student practical experience in a standard work environment. The Internship Education Program Advisor 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.

General Guidelines:

The student will work closely with the Program Manager, and Faculty Internship Advisor 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 a broader career field.
6. Evaluate the internship experience in terms of personal, educational and career needs.

Additional Outcomes:

Specific Learning Outcomes will be determined jointly with the student’s Faculty Internship Advisor and Work-site 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%

Workbook Log	X			10%
Demonstrate Learning Outcomes	X	X		60%
Student Evaluation	X			10%

The standard A, B, C, D, F, 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 Work-Site Supervisor. The grade will be based on a combination of job performance assessments and related assignments in accordance with the format described above.

Progress Reports:

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 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, Work-Site Supervisor, and Faculty Internship Advisor.