

## COURSE SYLLABUS

### Co-Op / Internship

### CATALOG DESCRIPTION

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the facility.

**CREDIT** 3 Hours

### PREREQUISITES

- **Have an approved job site that will allow you to work a minimum of 20 hours per week paid or unpaid.**
- **Departmental Approval.**
- Enrollment in AAS degree or certificate program
- Completed 15 credits in degree plan.

### ADA STATEMENT



Students with disabilities who believe that they need accommodations in this course are encouraged to contact the Disability Services Office at (936) 273-7239; located in Building E, Office 103H as soon as possible to better ensure that such accommodations are implemented in a timely fashion.

**IMPORTANT:** If you require reasonable accommodations because of a physical, mental or learning disability, please notify the instructor of this course within the first 2 weeks of the term.

### PURPOSE

To provide students with real-world work experience and career awareness in an occupation related to their college major, thus providing an effective mode of transition from school to work.

### LEARNING OUTCOMES

In completing this course, you will:

- Master the theory/ concepts/ skills involving tools/ materials/ equipment/ procedures regulations/ laws/ interacting within and among political/ economic/ environmental/ legal systems associated within the particular occupation and the business/industry.
- Demonstrate ethical behavior, safety practices, interpersonal and teamwork skills.
- Communicate in the applicable technical language of the occupation and the business or industry.

### COURSE OBJECTIVES

- This is a capstone course for the Associate of Applied Science Degree, or Certificate program.
- Develop and master specific, job-related learning objectives that encompass skills and behaviors learned in the classroom.
- Utilization of interpersonal skills to work with others, including your supervisor as you are evaluated on attitude and cooperation on the job. This includes working on teams and serving internal and external customers.
- Incorporate social, organizational, and technological systems to succeed on the job.
- Acquire skills utilizing equipment and tools provided at your particular worksite to complete specific learning objectives.
- Develop the student outside of the work experience by completing a portfolio.
- Learn to manage time and materials at work.

- Develop written skills and presentation skills through the documentation of your work experience to show the nature and extent of knowledge derived by the student during the work period and to educate the reader concerning the type of work involvement.

## INSTRUCTOR:

### Carolyn Poe

**Office:** Building F, 353

**Phone:** (936) 273-7481

**Fax:** (832) 201-0705

**email:** [carolyn.poe@lonestar.edu](mailto:carolyn.poe@lonestar.edu)

I will usually respond to email within 72 hours.

## MATERIALS

- Approved Worksite
- Internet Access

## WORK SITE ATTENDANCE EXPECTATIONS

This course requires student work approximately 20 hours per week at an approved job site. The students need to complete 240 work hours this semester. Students are required to be prompt and to attend work regularly. ***Students with excessive work absences will fail the course.***

Students are expected to adhere to the attendance policy of the firm they are working with during their employment. Students must keep a log of hours worked per week. This log is in addition to whatever attendance procedures are required by your facility. The log must be submitted to the instructor on a weekly basis. Necessary forms will be provided.

**IMPORTANT:** If you have a personal or family emergency that prevents you from complying with the attendance policy, this must be explained to your instructor and work-site supervisor at the beginning of the semester. Emergencies will be dealt with as they arise. All student needs will be dealt with on an individual basis with the student/employer's interest in mind.

## COURSE REQUIREMENTS

### **Work Experience Objectives (50 points or 12.5% of your grade)**

The student will develop 5 specific job-related learning objectives that encompass skills and behaviors learned in the classroom to be applied and practiced during the internship at the facility of choice. Once your learning objectives have been approved by your instructor transfer the objectives to this form and have them signed by your supervisor. At the end of the internship your Supervisor will sign-off on this form verifying the completion of each of the learning objectives. This form should be downloaded, completed on your computer, printed out and signed by the student, the supervisor and the instructor. The objectives must be approved by the instructor prior to supervisor signature. **Must submit work objectives for approval by instructor on or before the third Friday of the semester..**

### **Student Weekly Reports (50 points or 12.5% of your grade)**

Students must report hours worked weekly. Be sure to include any questions or comments you may have in the section entitled "Comments" at the bottom of the form. This form should be downloaded, completed on your computer, printed out and signed by the student and the supervisor prior to submitting to the instructor. The Student Weekly Report is due on or before each Monday by 5 pm for the previous week. For example Week 1 (Jan 14-Jan 20) is due on or before Monday Jan 21 by 5 pm. Please fax the Student Weekly Report to 832-201-0705. There should be 16 total Student Weekly Reports submitted during Spring 2008 semester.

### **Portfolio (300 points or 75% of your grade)**

Each student must submit final documentation of their work experience and the completion of their learning objectives. Portfolio notebooks must be turned in on or before Wednesday April 30, 2008 at 6:30 pm.

**IMPORTANT !!! Portfolio notebooks will not be accepted without the End of Semester Student Profile.**

Texas State Law requires the college to track students after graduation. Portfolios should include the following:

<b>Title Page</b>	Student Name Course Enrolled In Degree Program Semester and Year Facility name Supervisor name and title Presented to: Instructor's name Montgomery College, NHMCCD Date Notebook Submitted
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<b>Table of Contents</b>	<b>Resume</b> <b>Work Experience Objectives Contract</b> Original Copy of Work Experience Objectives Contract Analysis/Narrative—Objective 1 Analysis/Narrative—Objective 2 Analysis/Narrative—Objective 3 Analysis/Narrative—Objective 4 Analysis/Narrative—Objective 5  <b>Enrichment Exercises</b> 1. Job Interviewing 2. Cultural Diversity 3. Ethics in the Workplace 4. Customer Service 5. Your Choice 6. Document your internship experience  <b>Forms</b> 1. Student Information Form 2. Cooperative Internship Work Agreement 3. Student Weekly Reports 4. Student Blanket Liability Insurance Program 5. Supervisor's Evaluation of Student Performance 6. Student Evaluation of Worksite 7. End of Semester Student Profile
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<b>Current Resume</b>	For assistance creating a resume please visit Career Services on the Lone Star College - Montgomery campus.
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<b>Work Experience Objective Contract</b>	Original Copy of Work Experience Objectives Contract, signed by student, supervisor, and instructor. Analysis/Narrative—Objective 1 Analysis/Narrative—Objective 2 Analysis/Narrative—Objective 3 Analysis/Narrative—Objective 4 Analysis/Narrative—Objective 5
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<b>Enrichment Assignments</b>	<b>1. Job Interviewing</b> Read an article on today's job interviewing (do's, don'ts, expectations, etc). Write a summary. Must include a copy of your article.  <b>2. Cultural Diversity</b> Read an article on cultural diversity in the work place. Write a summary. Must include a copy of your article.  <b>3. Ethics in the work place</b> Read an article on ethics in the work place. Write a summary. Must include a copy of the article.  <b>4. Customer Service</b>
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	Read an article on customer service. Write a summary. Must include a copy of the article.
	<b>5. Your choice</b> Choose an area of interest not covered above. Write a summary. Include documentation of article.
	<b>6. Document your internship experience</b> Please write a paper documenting your internship experience. Please include information such as...How did you choose your facility? The process of actually making contact with the facility, speaking with the supervisor, and making specific arrangements to complete your internship. How did you know what to wear to your facility? How did you know what to do the first day? How did you know who to go to with problems or questions? How did you transition from one job task to a different job task within the facility during the internship period? Did you work with different people during your internship or primarily have one mentor/coach? What specific job tasks did you participate in? What type of technology did you use during your internship? What did you like and think went well during your internship? What did you NOT like and think went badly during your internship?
“article” can be loosely defined as literally reading an article from a journal, attending a seminar or class, a chapter in a book, etc....as long as the content is pertinent and meets the objectives	

<b>Forms</b>	<ol style="list-style-type: none"> <li>1. Student Information Form-<b>due on or before second Friday of the semester.</b></li> <li>2. Cooperative Internship Work Agreement-<b>due on or third Friday.</b></li> <li>3. Student Weekly Reports-due every Monday for previous week</li> <li>4. Student Blanket Liability Insurance Program-due with portfolio</li> <li>5. Supervisor’s Evaluation of Student Performance-due with portfolio</li> <li>6. Student Evaluation of Worksite-due with portfolio</li> <li>7. End of Semester Student Profile-due with portfolio</li> </ol>
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### Additional important information

At the end of the semester your Supervisor will evaluate your performance using the evaluation tool provided. At the end of the semester remember to ask the Supervisor for a Letter of Recommendation and to remind the Supervisor that you will be listing your work experience with their firm on your current resume.

Legibility is important on all forms that have handwritten components.

## EVALUATION

Student grades will be based on a numerical system of 0-100. **Assignment values this semester are as follows:**

<b>Assignment</b>	<b>Total Possible Points</b>
Work Objectives	50
Student Weekly Reports	50
Portfolio	300

A letter grade will be given for the course based upon the numerical result of the graded items above, and will be awarded as follows:

<b>Grade</b>	<b>Total Points</b>
A	360 - 400
B	320 – 359
C	280 – 319
D	240 – 279
F	< 239

**PLEASE BE AWARE THAT IRRESPECTIVE OF THE NUMBER OF POINTS ACHEVED OR COMPLETED BY WAY OF COURSE EXERCISES AND ASSIGNMENTS IT IS NOT POSSIBLE TO PASS THIS CLASS WITHOUT COMPLETING 240 HOURS OF INTERNSHIP AT AN APPROVED FACILITY.**

## SCANS MATRIX

The U.S. Department of Education Secretary's Commission on Achieving Necessary Skills (SCANS) has researched and listed the skills and competencies that make up the know-how employees will need for success in the workplace.

<http://research.lonestar.edu/cat/0809/ics4a.asp?su=ITSC&crs=2380&ct=COOPERATIVE+EDUCATION+%2D+COMPUTER+AND+INFORMATION+SCIENCES%2C+GENERAL>

## POINT SUMMARY TABLES

Work Objectives	
Objective Completion and Analysis/Narrative	
# Completed	Points Earned
5	50
4	40
3	30
2	20
1	10

Student Weekly Reports	Points Earned
16	50.00
15	46.88
14	43.75
13	40.63
12	37.50
11	34.38
10	31.25
9	28.13
8	25.00

Portfolio ( Up to 300 points)	
Title page	Up to 10 points
Table of Contents	Up to 10 points
Resume	Up to 50 points
Enrichment Assignments	Up to 150 points
Forms	Up to 60 points
Overall Quality and Appearance	Up to 20 points