Syllabus

SOT 3022 Internship in Technology (undergraduate)
SOT 5022 Internship in Applied Sciences (graduate)

1. **Course Mission: To provide students pursuing professional technology degrees an opportunity to apply the theory and content of their coursework to real-world, on-the-job experiences.**

2. **Learning Objectives:**

   As a result of the internship experience, students successfully completing course requirements will:
   - Develop career goals.
   - Develop a plan of action which leads to obtaining an internship that will meet those career goals.
   - Improve job application and interviewing skills.
   - Develop work habits conducive to continued employment and promotion.
   - Develop safe habits for the workplace.
   - Apply the skills and knowledge gained from coursework to the work experience.
   - Experience the challenge and the routine of the everyday world of work.

3. **Course Content Outline**
   A. Internship Identification
      1. Define career goals.
      2. Identify prospective employers conducive to meeting career goals.
   B. Internship Application Process
      1. Job application and follow-up
      2. Interviewing
   C. Internship Enrollment
      1. Fill out Internship Registration Form
      2. Get approval signature of major faculty advisor on registration form
      3. Get approval signature of internship coordinator on registration form
      4. Get enrolled in course (the internship office will facilitate enrollment; student CANNOT self-enroll)
   D. Internship Requirements
      1. Work the required hours (80 work hours per credit hour minimum)
      2. Submit required written reports and the self assessment form
      3. Facilitate submission of the Employer Evaluation Form
      4. Meet all due dates as stated under the Assignments link on Blackboard

4. **Length of Internship:** The minimum duration of an internship work experience is determined by the number of semester hours for which the intern will receive credit. General internship policy requires that a minimum of 80 on-the-job, supervised work hours be completed for each hour of academic credit received. Actual work hours are determined by the employer.

5. **Required assignments and grading weight:** Below is a chronological list of assignments with the corresponding weight that is used to calculate the final grade. See procedures for submission of these assignments below.

   - Map w/ driving directions 5%
   - Professional Development Plan 15%
   - Periodic Reports (One required per credit hour enrolled) 15%
   - Final Summary Report 10%
   - Self Assessment Form 5%
   - Employer Evaluation (provided by employer) .... <u>50%</u>
         TOTAL 100

6. **Assignment requirements and specifications:** The specifications for each required assignment are found on Blackboard at http://ucmo.blackboard.com . On the left side of the Blackboard course home page, click the Assignment link to view the requirements, specifications, due dates, and submission procedures for each of the required assignments listed above.

7. **Sample assignments:** You will find sample assignments under the Course Document link on Blackboard course home page.
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8. **Procedure for submitting course assignments:** All students must follow file naming conventions as specified under the Assignments link.

> **Map to worksite:** Submit map by going to http://www.yahoo.com/. Click maps, and then click driving directions. Enter 64093 (Warrensburg's zip code) as the starting location. Enter the exact street address and city & state of your **worksite** in the destination address, then click get directions. When the map appears, click the **email directions** link, provide **all the requested info noted below**, and then click send**:**
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> 1) friend's email = techinterns@ucmo.edu
>
> 2) your full name (we can't tell who is sending the map if you don't type your name here!!!) 3)   your
>
>   email address
>
> 4) personal message (tell us the name of your company, give us your current contact information, and give us your full name again here, please!)
>
> **Professional development plan, periodic reports, self assessment form, and final summary report:** All of these assignments must be submitted <u>as an MS Word attachment only</u> in an email to techinterns@ucmo.edu. Please give us your **full name and 700 # in the message of all email correspondence**. We cannot determine who sent the email from the email address as most are cryptic. If the MS Word document was created on a Mac, please include in the file name the correct file extension (.doc) to allow the file to be opened on a PC (example: smith report 2.doc)
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> **Employer evaluation:** It is the responsibility of the intern to provide either the MS Word file of the Employer Evaluation Form or hard copy of the form to their immediate supervisor on the job. The form should be provided to the supervisor at least two weeks before the due date. Once the form is completed, the hard copy form can be faxed back to the Technology Internship Office at 660-543-4439. The electronic form can be emailed directly to techinterns@ucmo.edu.

9. **Due dates and posting of grades:** Due dates and grades for all assignments are posted on Blackboard. Due dates can be found both under the Assignments link and also in the gradebook. To view your grades, click on Course Tools to access the My Grades link.

10. **Grading Scale for Final Grades:** 90%-100% = A, 80%-89.9% = B, 70%-79.9% = C, 60%-69.9% = D, 0% to 59.9% = F

11. **Holidays and Work Schedules:** Interns observe only company holidays, not UCM holidays and vacations. The intern is expected to work regular time, overtime, shift work, weekends or any other arrangement as determined by the employer. The intern should have the same responsibilities as other employees of the organization.

12. **Compensation:** Most, but not all, technology internship experiences provide compensation to the intern. Any salary received is a two-way arrangement strictly between the employer and the intern. UCM will not negotiate nor arbitrate compensation matters.

13. **Insurance:** It is the sole responsibility of the student to ensure she or he has adequate insurance to cover accidents and illnesses while participating in the internship. The University is not responsible for accidents, illness, injury or damages sustained by student interns while participating in the program.

14. **Changes or Adjustments in Job Assignment:** Any changes in employer, credit hours, or arrangements for alternative levels of absence from work must be treated as a new internship. The new internship must again move through the approval process as before. Both the Internship Coordinator and the student's program faculty advisor must approve the change. Changes will not be approved simply to improve the intern's financial situation or to meet the intern's personal or social commitments. It should be understood that the best paying position does not always provide the best learning experience.

15. **Required Text:** None

* *The weight of Periodic Reports will increase to 20% when more than 3 credit hours are taken (more than 3 periodic reports due). In such cases, the Employer Evaluation will be adjusted to 45%.*