

Oklahoma State University Institute of Technology
Face-to-Face Common Syllabus
Summer 2017

ACR 2906 Industry Intern

This internship will be a supervised cooperative industry experience which allows students the opportunity to utilize and refine skills previously learned in their educational process. All work is to be performed in accordance with industry standards and guidelines.

Course Purpose: The purpose of the Industry Internship is to better equip students to enter the workforce upon graduation from the Air Conditioning and Refrigeration Department. The internship is an opportunity for students to experience on the job training in service, replacement, and repair of HVACR equipment. Upon completion of the Internship, students are better prepared for the technical, communication, and soft skills requirements of their HVACR career. It also helps the individual student to determine where they would like to enter the industry, not only the company, but the actual position they would like to start their career in.

Type of course: Lab

Credit Hours: 6; Total clock hours of lab for the semester: 270

Class Length: 1st Half

Class Days and Times: Scheduled by Students employer

Prerequisites: ACR 1336 and ACR 2806

Instructor Name: Chris Lamm

Instructor Phone: (918) 293-5312

Office: ACR 114B

Instructor email: chris.lamm@okstate.edu

Contact: My preferred method of contact is by email. However, should you need to get ahold of me outside the hours of 8am to 4pm please contact me on my cell: 918-521-7834. Please allow 24-48 hours to return your correspondence during the normal work week.

Instructor's Office Hours: 9:30am to 11:30pm M-Th

Schools Name: Construction Technologies

School's Main Phone: 918-293-5304

REQUIRED TEXT, REFERENCES, AND MATERIALS

Texts: Refrigeration & Air Conditioning Technology 8th Edition, Whitman, Johnson and Tomczyk, Cengage Learning, ISBN #978-1-111-64447-5

References: Text, notes, homework, handouts, etc. from OSUIT

Materials: ACR 2906 Intern Packet

Uniform/Tools: Tools already obtained for departmental classes

Estimated Cost for Materials: \$190

Estimated Cost for Uniform/Tools: \$ 800

Optional Resources: None

Upon completion of the course, students should:

Course Objectives	Assessment of Objectives
To develop a better understanding of the daily operations of an HVAC technician	Evaluation by intern supervisor
To learn better and more formal methods of day to day communications between student ,customers, and employer	Evaluation by intern supervisor
To develop and maintain a satisfactory evaluation from a direct supervisor, and to possibly achieve permanent employment	Evaluation by intern supervisor

Aspects of the course objective assessments may be used in the university’s assessment of student learning. If applicable, an asterisk (*) above indicates this assignment is used in the university assessment program.

COURSE ACTIVITIES

In this course students will:

- Keep up with the intern packet assignments.

EVALUATION - GRADES WILL BE BASED ON THE QUALITY AND COMPLETION OF THESE TASKS:

Timesheets	400 points
Projects	600 points
Evaluation	500 points
Total	<u>1500 points</u>

OSUIT Grading Scale
A = 90%-100%
B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 59% & below

*The student’s grade for this assignment will be used in the university’s assessment of student learning. A 70% competency or higher receives a Pass rating. This Pass/Fail rating is independent of the student’s course grade.

Daily and/or weekly quizzes, small weekly assignments and similar type projects: Normal return time to student by next class meeting or no later than one (1) week.

Extensive assignments, large lab projects, extensive quizzes, exams and similar type projects: Normal return time to students in one (1) to two (2) weeks.

RECOMMENEDED STUDENT COMPETENCIES/SKILLS

Basic mathematical skills and how to use a calculator and understanding of whole numbers, decimals, fractions, percentages, ratios, multipliers, and reciprocals. Additional math that would

be useful is squaring a number, square root function, volume, rounding off, parenthesis, and testing an answer for reasonableness. Basic computer skills, opening, closing, and saving work in a program, as well as how to save work to a universal storage device (USB).

AUTHORIZED TOOLS

As needed according with the company you are interning with.

LATE WORK

All assignment and timesheets are to be turned in on two week intervals starting from the first day of class. (Exp.) If class starts on Sep. 1st your first timesheet and job sheets are due by the 14th. Any work turned in late will have 10% deducted/day. All work over 7 days late will not be accepted)

TESTING

None

OTHER LAB AND CLASSROOM POLICIES

None

SYLLABUS ATTACHMENT

View the Syllabus Attachment, which contains other important information, by visiting http://osuit.edu/center/student_syllabus_information

Course Schedule			
Course Outline Schedule	Topic	Assignment	Due Date
<i>Week 1</i>			
<i>Week 2</i>	1.Goals and objectives 2.Reference material	Complete these assignments & The first 2 week time sheet. Return to advisor.	9/15/17
<i>Day/Week 3</i>			
<i>Day/Week 4</i>	3.Research 4.Daily Problems	Complete these assignments & The 2 nd 2 week time sheet. Return to advisor.	9/29/17
<i>Day/Week 5</i>			
<i>Day/Week 6</i>	5.Societies & Organizations	Complete this assignment & The 3 rd 2 week time sheet. Return to advisor.	10/13/17
<i>Day/Week 7</i>			
<i>Day/Week 8</i>	6. Students Summary	Complete this assignment & The 4 th 2 week time sheet. Return to advisor.	10/20/17

This schedule may vary depending on: unforeseeable circumstances that may arise; individual class rate of comprehension and evaluation; and at the discretion of the instructor. Also weather may play a role in outside labs being rescheduled.