

# Oklahoma State University Institute of Technology

## Course Syllabus

**Summer 2017**

### **CET 4812 Internship**

An internship is a cooperative agreement between industry and education which allows students to utilize and refine skills previously learned in their education process. All work is to be performed in accordance with industry standards and guidelines and will be supervised by industry and school representatives.

Credit Hours: 12

**Prerequisites:** Complete a minimum of five semesters of related course work or Division Chair's approval.

**Instructor Name:** *Adrian Lee*

**Instructor Phone:** (918) 293-5073 (office)

**Office:** *Bld 300 Rm 146*

**Instructor email:** [adrian.lee@okstate.edu](mailto:adrian.lee@okstate.edu)

**Contact:** My preferred method of contact is email. Please allow 24-48 hours to return your correspondence during the normal work week.

**Instructor's Office Hours:** *MWF 8:30-9:15am, TR 12:30-3:30pm or by appointment*

### **REQUIRED TEXT, REFERENCES, AND MATERIALS**

**Texts:** None

**References:** None

**Materials:** None

**Uniform/Tools:** None

**Estimated Cost for Materials:**

**Estimated Cost for Uniform/Tools:**

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### **COURSE COMPETENCIES**

*(\*Denotes Core Objectives)*

### **ASSESSMENT OF COMPETENCY**

Upon completion of this course, students should be able to

1. Complete an approved internship with an approved work site.
2. Fulfill all duties and responsibilities assigned according to that particular site's standards and regulations.
3. Apply the academic and technical skills acquired within the first three semesters of classes.
4. Demonstrate understanding of the skills applied, new skill acquired, and any skill deficiencies through the internship experience.

## **COURSE ACTIVITIES**

In this course students will

- Complete weekly assignment, be evaluated by a supervisor, and practice good communication skills while not on campus.

## **GRADES WILL BE BASED ON THE QUALITY AND COMPLETION OF THESE TASKS:**

Educational Objective Attainment....	20%
Weekly Reports.....	30%
Final Report.....	30%
Employer Evaluation.....	20%

<b>OSUIT Grading Scale</b>	
A =	90.00 - 100.00
B =	80.00 - 89.99
C =	70.00 - 79.99
D =	60.00 - 69.99
F =	00.00 - 59.99

## **AMERICANS WITH DISABILITIES ACT (ADA)**

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodations from the Office of Academic Accommodations/LASSO Center. Please advise the instructor of your disability as soon as possible, and contact The LASSO Center, to ensure timely implementation of appropriate accommodations. Faculty have an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process during which the existence of a qualified disability is verified and reasonable accommodations are identified. The LASSO Center is located on the 3rd floor of the Noble Center. **You may call [918.293.4855](tel:918.293.4855) for more information or fax documentation to [918.293.4853](tel:918.293.4853).**

## **ATTENDANCE POLICY FOR FACE TO FACE COURSES:**

A primary component of OSUIT's Mission is *"to prepare and sustain a diverse student body as competitive members of a world-class workforce"*. Regular and consistent attendance not only aids in academic success, dependable attendance is a requirement in today's real-world employment; therefore, regular and consistent attendance is a requirement in all OSUIT courses.

## **ACADEMIC DISHONESTY**

Academic dishonesty or misconduct is neither condoned nor tolerated at OSUIT. Any student found guilty of academic dishonesty or misconduct shall be subject to disciplinary action. Academic dishonesty and/or misconduct includes, but is not limited to, the following actions: (1) Plagiarism: the representation of previously written, published, or creative work as one's own; (2) Unauthorized collaboration on projects; (3) Cheating on examinations; (4) Unauthorized advance access to exams; (5) Fraudulent alteration of academic materials; (6) Knowing cooperation with another person in an academically dishonest undertaking. Students are required to actively protect their work against misuse by others. For details, refer to The OSUIT Student Handbook (**Student Rights and Responsibilities Governing Student Behavior**) available online at [http://www.osuit.edu/academics/forms/student\\_rights\\_responsibility.pdf](http://www.osuit.edu/academics/forms/student_rights_responsibility.pdf).