

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

CNS 2906 Construction Internship II

A cooperative agreement between industry and education allows the student to utilize and refine skills learned in their educational process. All work is to be performed in accordance with industry standards and supervised by construction contractors and school representatives.

Type of course: *Lab*

Credit Hours: 6 - Total hours of theory per semester: 00; Total hours of lab per semester 270

Class length - *1st half*

Class days and times: *MTWTRF 7 am to 5 pm or as required by the employer.*

Prerequisites: *School Dean's approval and overall GPA of 2.5 or greater*

Instructor Name: *Darren Woodard*

Instructor Phone: *(918) 293-4738*

Office: *Bldg. 523 Room #105*

Instructor email: darren.woodard@okstate.edu

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

Instructor's Office Hours: *Posted on Instructor's office door.*

Schools Name: *Construction Technologies*

School's Main Phone: *918-293-4742*

REQUIRED TEXT, REFERENCES, AND MATERIALS

Texts: *None*

References: *None*

Materials: *Items necessary to complete assignments and reports*

Uniform/Tools: *Hand Tools & personal Protective Equipment (as required).*

Estimated Cost for Materials: *Varies*

Estimated Cost for Uniform/Tools: *Varies*

Upon completion of the course, students should:

| Course Objectives | Assessment of Objectives |
|--|--|
| <i>Be familiar with OSU Institute of Technology, Okmulgee's Internship philosophy and practice. The student will submit a variety of reports documenting their plan and progress in obtaining their internship</i> | <i>Jobsite Reports, Instructor site visits</i> |
| <i>Be able to develop strategies for procuring an approved internship position.</i> | <i>Jobsite Reports, Instructor site visits</i> |

| | |
|--|---|
| <i>Be familiar with their internship company's policies and practices regarding work activity.</i> | <i>Jobsite Reports, Instructor site visits</i> |
| <i>The student will familiarize themselves with the project(s) to which they will be assigned.</i> | <i>Jobsite Reports, Instructor site visits</i> |
| <i>The student will actively participate in as many aspects of project work, administrative and management activities as opportunity and supervisors will allow.</i> | <i>Jobsite Reports, Instructor site visits, , Supervisor's Evaluation</i> |
| <i>Maintain a professional demeanor and comply with industry's norms and standards.</i> | <i>Jobsite Reports, Instructor site visits, , Supervisor's Evaluation</i> |
| <i>Accept and act on direction, instruction and criticism.</i> | <i>Jobsite Reports, Instructor site visits</i> |
| <i>The student will familiarize themselves with the project(s) to which they will be assigned</i> | <i>Internship Portfolio and Report</i> |

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:

(Please list the specific activities in the course)

- *Participate in discussions on jobsite that will enhance your learning*
- *Complete weekly reporting assignments.*
- *Compile a portfolio of work completed on the job site.*

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

Total Available Points..... 750

| OSUIT Grading Scale |
|--------------------------------|
| A = 600-750 |
| B = 451-599 |
| C = 301-450 |
| D = 151-300 |
| F = 150 & 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.

AUTHORIZED TOOLS

Students may use any/all course materials, including books and notes, while participating in classroom activities. All quizzes and written assignments are to be completed independently; no collaboration with classmates is permitted and any instance of such will be considered academic dishonesty.

LATE WORK

Late work will not be accepted. All work is to be turned in as noted complete and on time otherwise no credit will be given

TESTING

Refer to “Academic Dishonesty” section of this document

UNIVERSITY & COURSE EXPECTATIONS

It is the responsibility of each OSUIT student to read, abide by and maintain a copy of the syllabus for this course. Syllabi are available on the OSUIT website.

Students understand that excerpts or portions of their work may be utilized for institutional assessment purposes. The purpose of institutional assessment is for verification of student learning and program improvement. Every effort will be made to keep this information confidential.

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).

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.

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.

Definitions: Absent: Failing to attend all or a significant portion of a class or lab session.

A. Students may not be marked as absent if missing class for situations such as, but not limited to

1. participating in a required university activity such as a field trip;
2. fulfilling a military obligation;
3. a mandatory court appearance;
4. death in the immediate family;
5. extreme illness or accident to oneself or immediate family. Instructors, at their discretion, may require proof of such events.

B. It is the responsibility of the student to contact and inform the instructor and/or department in advance of such excused absences whenever possible.

Tardy: Arriving late to class as defined by the individual class instructor. Faculty, at their discretion, may equate three tardies to equal one absence.

Procedures:

Early Intervention

- A. Any student who misses 10% of an individual course (or earlier at faculty discretion) during a regular fifteen-week semester, or the equivalent portion of time in a shorter session, will have their name submitted by that course instructor to the OSUIT Early Alert System for retention intervention.
- B. At the point the Early Alert is issued, the student *must* meet with their assigned faculty advisor or designated faculty/staff member within seven (7) academic calendar days for counseling on how to improve their attendance and academic success.

Excessive Absences

- A. The University reserves the right to administratively withdraw any student from an individual course who misses 20% of that course, whether excused or unexcused, and, in the opinion of the instructor, the student does not have a reasonable opportunity to be successful in the course.
- B. Students should be aware any of the following may impact their financial aid:
 1. being administratively withdrawn from a course
 2. dropping a course
 3. their last date of attendance in a course

Please see OSUIT Policy 2-021 for full details and procedures.

The following schedule is provided for your use and information for the Summer construction internship.

Start Date: Thursday, May 4, 2017

End Date: Friday, June 22, 2017

Summer Semester Move-in Date: Monday, June 10, 2017

Summer Session Class Start: Tuesday, June 11, 2017

Note: *Students who have met the required 270 hours, may choose to end their internship on Friday, July 7th or Saturday July 8th to gain valuable extra work experience.*

| # | Submittal Item | Description | Point Value | Due Date |
|---|---|--|-------------------|---|
| 1 | <i>Memorandum of Understanding</i> | <i>Read, Sign and Submit Memorandum of Understanding</i> | <i>25 Points</i> | <i>4/21</i> |
| 2 | <i>Securing Internship</i> | <i>Intern Report No. 1 - Contact three contractors about internship. Furnish name of company, name of person contacted, date of contact and outcome of contact</i> | <i>25 Points</i> | <i>4/14</i> |
| 3 | <i>Resume</i> | <i>Completed Resume and Cover Letter</i> | <i>25 Points</i> | <i>4/12</i> |
| 4 | <i>Securing Internship</i> | <i>Intern Report No. 2 – Contact three additional contractors about internship. Furnish name of company, name of person contacted, date of contact and outcome of contact. If student has a confirmed internship employment either help a fellow classmate with contacts (you would submit information as requested) or submit a picture of your jobsite the 1st week of your internship.</i> | <i>25 Points</i> | <i>4/28, or a picture by end of 1st week on job</i> |
| 5 | <i>Securing Internship</i> | <i>Intern Report No. 3 – Contact three additional contractors about internship. Furnish name of company, name of person contacted, date of contact and outcome of contact. If student has a confirmed internship employment either help a fellow classmate with contacts (you would submit information as requested) or submit a picture of your jobsite the 2nd week of your internship.</i> | <i>25 Points</i> | <i>5/05, or a picture by end of 2nd week on job</i> |
| 6 | <i>Securing Internship</i> | <i>Intern Report No. 4 – Contact three additional contractors about internship. Furnish name of company, name of person contacted, date of contact and outcome of contact. If student has a confirmed internship employment either help a fellow classmate with contacts (you would submit information as requested) or submit a picture of your jobsite the 3rd week of your internship.</i> | <i>25 Points</i> | <i>5/12, or a picture by end of 3rd week on job</i> |
| 7 | <i>Internship Secured</i> | <i>Internship Agreement Signed</i> | <i>100 Points</i> | <i>4/28</i> |
| 8 | <i>Intern Information</i> | <i>Contact Information for Internship – Where we can find you Cell phone number (we will use texting) Physical Location of jobsite (on this if needed, it may be submitted 1st day on jobsite). Emergency Contact Information</i> | <i>25 Points</i> | <i>5/05</i> |
| 9 | <i>1st week's Impression</i> | <i>Your 1st thoughts regarding your internship and the job you are doing (1 paragraph 5 to 10 sentences.)</i> | <i>50 Points</i> | <i>1st wk of internship.</i> |

| | | | | |
|----|--|--|-------------------|-----------------------------|
| 10 | <i>Weekly Reports (2 items to submit here)</i> | <i>For 2 weeks of your internship a weekly jobsite report must be Submitted. Use given weekly jobsite report form. These are due the Sunday after the week you choose (two different weeks).</i> | <i>150 Points</i> | <i>End of wk you choose</i> |
| 11 | <i>Project Information 1</i> | <i>Project Title, Project Location, Project General Contractor, Immediate Supervisor, Project Owner, Project Architect, Project Phone, Project Fax</i> | <i>25 Points</i> | <i>5/12</i> |
| 12 | <i>Company Policies</i> | <i>Company Policy Information: EEO Policy OSHA Policy including HazCom Information Other Policies</i> | <i>25 Points</i> | <i>5/19</i> |
| 13 | <i>Project Information 2</i> | <i>Project Scope Contract Type Project Estimated Cost Project Duration Project Status (% complete to date)</i> | <i>25 Points</i> | <i>5/26</i> |
| 14 | <i>Internship Evaluation</i> | <i>Intern Evaluation</i> | <i>50 Points</i> | <i>6/28</i> |
| 15 | <i>Project Information 3</i> | <i>Subcontractor List for Project Mechanical Contractor, Electrical Contractor Plumbing Contractor, other subcontractors Etc. This also should include major suppliers (structural steel, millwork, others etc.)</i> | <i>25 Points</i> | <i>6/02</i> |
| 16 | <i>Final Report</i> | <i>Submit a written report containing observations about your internship experience. Briefly describe the project you worked on and then relate what you observed during your internship to what you've been taught/learned at OSUIT. Report length: 6 pages, double spaced with 1" margins top, bottom, left and right. Must be submitted electronically.</i> | <i>200 Points</i> | <i>6/23</i> |
| 17 | <i>Hours Worked</i> | <i>Furnish documentation to verify a minimum of 270 hours worked during internship</i> | <i>50 Points</i> | <i>6/26</i> |
| | | Total Points Available | 75 0 | |

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.

**Oklahoma State University
Institute of Technology
CNS 2906 Construction Internship II**

I, the below named student, do hereby agree to review the syllabus for the above named class on either the OSUIT website or D2L. I agree to abide by the policies, procedures and guidelines specified therein and if there is any part of the syllabus I do not understand I agree to discuss those items with the course instructor.

Printed Name

Student ID Number (this is not your SSN)

Signature

Date