

**Oklahoma State University Institute of Technology
Online Common Syllabus
Summer 2018**

DHEC 1313 INTERNSHIP III

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

Type of course: Lab

Credit Hours: 3; Total hours of lab for the semester: 180;

Class length - 2nd half: Monday – Friday

Class format - Online

Required synchronous meetings: None

Prerequisites: Students must be in good academic standing and have completed previous core courses, and must have a valid driver's license.

Instructor Name: John Hoover

Instructor Phone: (918) 293-4720

Office: Bldg. 500, Room 103A

Instructor email: john.hoover@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: Monday-Friday – 7:30am to 9:30am

Division Name: SDHE

Division's Main Phone: 918-293-4310

REQUIRED TEXT, REFERENCES, AND MATERIALS

Texts: None

References:

Materials: Notebook, journal, pen, pencil and required tool set

Uniform/Tools: Company Provided

Estimated Cost for Materials: \$ N/A

Estimated Cost for Uniform/Tools: \$ N/A

Upon completion of the course, students should:

Course Objectives	Assessment of Objectives

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

COURSE ACTIVITIES

In this course students will:

- Complete and submit all Internship Performance Evaluations as required
- Complete and submit Internship Daily Journal
- Complete and submit Internship Report at completion of internship
- Complete and submit weekly online discussion post

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

Company Evaluations	55%
Report and Journal	30%
Contact Form	5%
Discussions and Pictures.....	10%

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

General Policy: Deadlines are given for each assignment. All assignments must be turned in. Assignments are all due by 11:59 PM on the stated due dates in the table above unless specified.

Penalty: Late assignments will be receive ZERO credit

Turning In Assignments: All assignments must have complete headings, which include; Student Name, Date, and Course number.

Make Ups: Makeup work is allowed only for absences due to college-sponsored activities, military duty, and jury duty. If a student is absent, it is his/her responsibility to complete assignments on time. It is the student's responsibility to arrange for makeup work with the instructor.

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, located in the Noble Center for Advancing Technology – NCAT, top floor, and 918-293-4855 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. (Fall 2013)

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 Online 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.

Definition:

Absent: Failing to *actively participate* in online coursework during a standard week timeframe for a given course.

- A. Students must demonstrate attendance through *active participation* in the course at least once every seven days. Simply logging into the course does not constitute active participation.
- B. Active participation is defined as the completion of required activities such as:
 - 1. Completion of online quizzes or exams
 - 2. Submission of assignments
 - 3. Participation threaded discussions, or
 - 4. Involvement in discussion question as determined by the instructor and indicated in the course syllabus.

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.

Course Schedule			
Course Outline Schedule	Topic	Assignment	Due Date
Week 1		1 st Day of Internship II (Tuesday) Contact Form (Friday)	7/10/18 7/13/18 D2L Dropbox
Week 3	Discussion Pictures #1	10 pictures with descriptions due to Discussion Board by midnight (Sunday)	7/22/18 Discussion Board D2L
Week 4	1 st Evaluation	1 st Evaluation due by 6:00 pm (Friday)	8/3/18 by 6:00pm Emailed by Supervisor
Week 5	Discussion Pictures #2	10 pictures with descriptions due to Discussion Board by midnight (Sunday)	8/5/18 Discussion Board D2L
Week 6	Report and Journal	Report and Journal Due in Drop Box by midnight (Friday)	8/17/18 D2L Dropbox
Week 7	Discussion Pictures #3	10 pictures with descriptions due to Discussion Board by midnight (Sunday)	8/19/18 Discussion Board D2L
Week 7	2 nd Evaluation	2 nd Evaluation due by 6:00 pm (Friday) Last Day of Internship	8/24/18 by 6:00pm Emailed by Supervisor
Move-In Day for Fall 2018 is Tuesday, September 4th, 2018			

Schedule is subject to change at instructor discretion.

Internship Contact Form, Discussion Board, Evaluations, Reports, and Journals

Contact Forms:

A contact form will be filled out completely by the intern and turned in by due date above. This form is used to contact your shop supervisor when scheduling evaluation meetings. If the intern changes shops or supervisors during an internship, a new form must be filled out. **This form will be submitted to the D2L Dropbox labeled “Contact Form”.**

Discussion Board:

Students will submit ten (10) pictures and descriptions to the correct discussion board by due dates listed. There are three (3) individual discussion board picture group assignments. These pictures will need to be of a project you have been working on in the internship or of safety issues within the shop. These submissions will need to be posted to the proper discussion board by said due date (by 11:59pm) or no credit will be issued.

Evaluations:

First Internship Evaluation: The first evaluation will be due by the above due date. This evaluation will be filled out by your shop supervisor or mentor and discussed with intern. It is the interns' responsibility to see that this evaluation is completed and turned in by due date. **In order to receive credit for a late evaluation, due to supervisor, the instructor must have been copied on the email when it was sent to the supervisor, at least three (3) days prior to the due date to allow supervisor time to fill out the form. This evaluation is to be emailed to John Hoover by your supervisor, using their company their secured company email account.**

Second Internship Evaluation: The second evaluation will be due by the above due date. This evaluation will be filled out by your shop supervisor or mentor and discussed with intern. It is the interns' responsibility to see that this evaluation is completed and turned in by due date. **In order to receive credit for a late evaluation, due to supervisor, the instructor must have been copied on the email when it was sent to the supervisor, at least three (3) days prior to the due date to allow supervisor time to fill out the form. This evaluation is to be emailed to John Hoover by your supervisor, using their company their secured company email account.**

Report:

At the end of an internship, a report on the internship will be written. This report will be a minimum of **TWO (2)** pages in length of content . The font will be **Times New Roman 12**, and will be **double spaced**. This report will reflect your thoughts on the internship including things you have learned and applied, plus things that could to be taught at school so you understand better. This report is to be written in a professional manner, as points will be deducted for profane or inappropriate material. If you think the program or internship needs improvement, explain this in detail in your report. This report will be emailed in the form of a **Microsoft Word document**, not word pad, word perfect etc. A **cover page** must accompany the report and will include: **Students Name, Internship Number, Course Number, and Date.**

Report Grading Standards:

Inappropriate or profane material = 1pt. per occurrence

No cover page = 10 pts.

Report per page = 10pts. Per half page

Format = 20 pts

Spelling = 1pt. per occurrence

Content = 20 pts.

Daily Journal:

A journal or log must be kept by the intern including the activities of the day. This log should include the date, model number, serial number, hours or miles, and location of machine (shop, field service location, etc.), and a brief description of what the complaint, failure, and repair for

the machine. If you are on a lost revenue work order, a brief description of what you did to fill your time will be necessary. This log book will need to be up to date when the instructor visits for the first evaluation. These notes can be kept any way you like while on internship but will need to be typed for final grading. This journal will be turned in with the internship report and be included in the report grade.