

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

ETDG 2812 - INTERNSHIP

A cooperative agreement between an approved employer and OSUIT which allows students to utilize and refine skills previously learned in their educational process. All work is to be performed in accordance with employer standards and guidelines, and will be supervised by the employer and the school Internship Advisors.

Type of course: Theory/Lab

Credit Hours: 12; Full time employment for the semester.

Total hours of clinical per semester: N/A.

Class length - Full Semester

Class days and times: Off Campus

Prerequisite or Co-requisite: Completion of 3 semesters of required course work applicable to program.

Instructor Name: Michael Freeman

Instructor Phone: (918) 293-5052

Office: DWRTC Room #115

Instructor email: michael.freeman@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: Classroom 150 MWF 11:25 – 11:45AM and TR 11:00 – 11:45AM

Division Name: Engineering Technologies

Division's Main Phone: 918-293-5150

REQUIRED TEXT, REFERENCES, AND MATERIALS

Texts:

References:

Materials:

Uniform/Tools: None

Estimated Cost for Materials: \$ Amount based on current bookstore cost

Estimated Cost for Uniform/Tools: None

Upon completion of the course, students should:

COURSE OBJECTIVES	ASSESSMENT OF COMPETENCY
* Write reports, papers and an essay about your experience.	Final Paper; Employer Evaluation

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:

- Work on approved jobsite.
- Write papers as required.

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

Documentation & Bi-Weekly Reports.....	15%
*Policies & Procedures Report.....	10%
*Final Paper.....	25%
*Employer Evaluation.....	50%

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

*The student's grade for these assignments 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.

Remember! All technical classes require a 70% or better for graduation

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.

LATE WORK

All assignments will have specific due dates and are expected to be completed by that date. However, a one (1) day grace period will be given with a 10% penalty applied to the graded work. If a test is missed it is up to the student to work out a time when it can be made up. The penalty will be the same as late work if done in an orderly manner.

TESTING All quizzes and tests are to be completed independently; no collaboration with classmates is permitted and any instance of such will be considered academic dishonesty.

UNIVERSITY & COURSE EXPECTATIONS

As a student of OSUIT, I understand that it is my responsibility to read, abide by and maintain a copy of the syllabi for this course. Syllabi are also available on the OSUIT website.

As a student of OSUIT, I understand that excerpts of portions of my work may be utilized for institutional assessment purposes. The purpose of institutional assessment is for verification of student learning and program improvement. I recognize that 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 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.

