

**Oklahoma State University Institute of Technology**  
**ETDM 2112 Syllabus**  
Spring 2017

**ETDM 2112 Internship**

A cooperative agreement between industry and education allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Type of Course:** Lab

**Credit Hours:** 12; Total clock hours of Internship for the semester: 100%

**Class Length:** Full Semester

**Class Format:** Online

**Required Synchronous Meetings:** N/A

**Prerequisites:** Recommendation by program instructor and minimum overall GPA of 2.5

**Instructor Name:** Timothy Walker

**Instructor Phone:** (918) 293- 5154

**Office:** Reynolds Bldg. Room 143

**Instructor Email:** tim.walker@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: 8:00 a.m. to 9:00 a.m.

**School Name:** School of Engineering Technologies

**School's Main Phone:** (918) 293-5150

**Required Text, References, and Materials:**

**Texts:** N/A

**References:** Internship Packet

**Materials:** Access to Internet (High Bandwidth Preferred)

**Uniform/Tools:** N/A

**Estimated Cost for Materials:** N/A

**Estimated Cost for Uniform/Tools:** N/A

**Online Course Interaction:**

OSUIT requires all online courses to include interaction between students, peers and instructors.

Our online courses use a variety of tools to build a community of learners and strengthen engagement between students and their peers, as well as between students and the instructor. Communication tools used in this course may include Discussion, News, Blackboard Collaborate, and Email. Read the syllabus completely to determine which of these methods you, your classmates, and your instructor will use for interaction.

**Upon completion of the course, students should:**

<b>Course Objectives</b>	<b>Assessment of Objectives</b>
Complete an approved internship with an approved work site.	Final Employer Internship Evaluation Timesheet Quizzes
Fulfill all duties and responsibilities assigned according to that particular work site's standards and regulations.	Final Employer Internship Evaluation
Apply the academic and technical skills acquired within the first four semesters of classes.	Final Employer Internship Evaluation
Demonstrate understanding of the skills applied, new skills acquired, and any skill deficiencies throughout the internship experience.	Weekly / Final Report

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:

- Participate in class discussion
- Required to do quizzes
- Required to complete and submit Reports, Documentation, and Forms

**Evaluation:**

**Grades will be based on the quality and completion of these areas**

Timesheets & Weekly Reports.....	30%
Internship Documentation and Forms...	15%
Final Report.....	30%
Employer Evaluation.....	25%
<b>Total</b>	<b>100%</b>

<b>OSUIT</b> <b>Grading Scale</b>  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.

**Authorized Tools:**

N/A Internship

**Late Work:**

All work will have specific due dates and is expected to be completed and turned in before the designated due date. Students will be given ample time to complete all tasks before they are due. No late assignments or tests will be accepted. Any work turned in after the designated due date WILL NOT be graded and result in a zero. There will be NO MAKEUP WORK offered for this course. *Please contact your instructor as soon as possible in the event of an emergency or unexpected situation to arrange for possible allowances toward late work being accepted. If late work acceptance is arranged and agreed upon, it will only be accepted up to one week after the initially designated due date.*

**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. All exams must be taken on the date of the exam. There are NO MAKEUP

EXAMS offered for this course. *Please contact your instructor as soon as possible in the event of an emergency or unexpected situation to arrange to possibly make up the missed quiz, test, or exam. If a makeup quiz, test, or exam is arranged and agreed upon, it will only be available to take up to one week after the initially designated testing date and in the presence of the class 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, 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](http://www.osuit.edu/academics/forms/student_rights_responsibility.pdf).

## **Attendance Policy:**

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.
- C. Calculations for weekly to percentage ratios
  1. Missing 1 of 15 weeks = 6.67%
  2. Missing 2 of 15 weeks = 13.33%
  3. Missing 3 of 15 weeks = 20%
  4. Missing 1 of 7.5 weeks = 13.33%
  5. Missing 1.5 of 7.5 weeks = 20%

## **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.

**OSUIT Policy and Procedures:**

[http://go.osuit.edu/student/residential\\_life/student\\_quick\\_reference](http://go.osuit.edu/student/residential_life/student_quick_reference)

[http://go.osuit.edu/student/residential\\_life/sites/go.osuit.edu.student.residential\\_life/files/u73/rights\\_responsibilities.pdf](http://go.osuit.edu/student/residential_life/sites/go.osuit.edu.student.residential_life/files/u73/rights_responsibilities.pdf)

[http://go.osuit.edu/administration/policies\\_procedures/information\\_technologies](http://go.osuit.edu/administration/policies_procedures/information_technologies)

**Syllabus Disclaimer:**

As with most technology courses this course is in a state of constant update in order to keep up with the ever changing technology and advancements in the field. This syllabus it is a plan for action. The instructor reserves the right to alter its stipulations, upon prior notification to students, if and when educational and technological circumstances warrant changes.

<b>Course Schedule – All work is due by 11:59 P.M.</b>			
<b>Course Outline Schedule</b>	<b>Topic</b>	<b>Assignment</b>	<b>Due Date</b>
Week 1	Getting Started	Week 1 Report Week 1 Timesheet ***** Discussion Student-Internship Contact Form Educational Objective Form Proof of Employment	01/09/17  01/16/17
Week 2	Documentation	Week 2 Report Week 2 Timesheet	01/16/17
Week 3	Documentation	Week 3 Report Week 3 Timesheet	01/23/17
Week 4	Documentation	Week 4 Report Week 4 Timesheet	01/30/17
Week 5	Documentation	Week 5 Report Week 5 Timesheet	02/06/17
Week 6	Documentation	Week 6 Report Week 6 Timesheet	02/13/17
Week 7	Documentation	Week 7 Report Week 7 Timesheet	02/20/17
Week 8	Documentation	Week 8 Report Week 8 Timesheet	02/27/17
Week 9	Documentation	Week 9 Report Week 9 Timesheet	03/06/17
Week 10	Documentation	Week 10 Report Week 10 Timesheet	03/13/17
Week 11	Documentation	Week 11 Report Week 11 Timesheet	03/20/17
Week 12	Documentation	Week 12 Report Week 12 Timesheet	03/27/17
Week 13	Documentation	Week 13 Report Week 13 Timesheet	04/03/17
Week 14	Documentation	Week 14 Report Week 14 Timesheet Week 15 Report Week 15 Timesheet	04/10/17 04/17/17
Week 15	Final Week	Internship Final Report Employer Internship Evaluation Form Final Employer Evaluation of Student-Intern Student-Internship Check sheet	04/18/17

**\*NOTE: This is a tentative schedule and may be subject to change.**