

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

OPT 2812: INTERNSHIP

A cooperative agreement between an approved orthotic and prosthetic facility and OSUIT to offer supervised on-the-job professional experience to completing students. Provides the opportunity to apply concepts and practice in a real industry environment. Students are required to arrange an internship with an approved facility eight (8) weeks prior to the start of the course. Weekly reports must be submitted to the supervising faculty member. Theory/Lab.

Prerequisites: The student must have completed a minimum of 12 hours of college credit in general education with a GPA of 2.5 or better (in a 4.0 grading scale), completed a minimum of 24 hours of college credit in technical education in his/her program of study, and have been recommended by the faculty of his/her program of study.

Course Purpose:

The purpose of Internship is to help learners transition to the workforce by developing their technical and occupational skills in a supervised professional environment.

Type of Course: Theory/Lab

Credit Hours: 12

Total clock hours of theory per semester: 0;

Total clock hours of lab per semester: 0;

Total clock hours of clinical per semester: 600.

Class Length: Semester (15 weeks)

Class Days and Times: M/T/W/R/F; times as determined by Internship preceptor

Prerequisites: Minimum of 12 hours of college credit in general education with a GPA of 2.5 or better (in a 4.0 grading scale); minimum of 24 hours of college credit in technical education in Orthotic and Prosthetic Technologies; recommended by the faculty of Orthotic and Prosthetic Technologies.

Instructor Name: Jennifer Block

Instructor Phone: (918) 293-5324

Office: Orthotics and Prosthetic Bldg., Room 132D

Instructor Email: jblock@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: M/W/F, 8:30a.m.-10:00a.m.

School Name: Nursing and Health Sciences

School Main Phone: 918-293-5337

REQUIRED TEXT, REFERENCES, AND MATERIALS

Texts: N/A

References: N/A

Materials: N/A

Uniform/Tools: Safety glasses; clothing and other tools as determined by your internship site.

Estimated Cost for Materials: N/A

Estimated Cost for Uniform/Tools: \$5.00

Optional Resources: N/A

Upon completion of the course, students should:

Course Objectives	Assessment of Objectives
Comply with workplace procedures and administrative requirements established by the internship site*	Internship Report
Follow written and verbal instructions*	Internship Report
Demonstrate appropriate use of human, material, and academic resources*	Internship Report
Demonstrate punctuality and appropriate time management*	Internship Report
Employ safe practices in the use of tools, materials and equipment*	Internship Report
Demonstrate skill in orthotic and prosthetic fabrication*	Lab Projects
Produce a volume and quality of work appropriate for the level of education*	Lab Projects
Submit all required documentation	Weekly Assignments

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:

- Apply theory and lab experience to the professional environment
- Participate in an operating O&P practice under the supervision of a certified professional
- Document projects and activities in a weekly log
- Submit logs and other required documentation to internship faculty coordinator

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

Grade Calculation

Your grade will be calculated in the following manner:

20%	Timely submission of all internship logs*
20%	Completed documentation of all internship activities
30%	Completion of all required internship hours
10%	Timely submission of Supervisor's evaluation
10%	Internship Supervisor's evaluation of technical skills*
10%	Internship Supervisor's evaluation of soft skills*
Total	100%

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

RECOMMENDED STUDENT COMPETENCIES/SKILLS

Student success will be enhanced by basic competency in the fabrication methods from core O&P classes, soft skills such as time management and teamwork, and working knowledge of the Brightspace learning management system and associated electronic communication techniques such as file download and attachment.

AUTHORIZED TOOLS

Students may use any/all course materials, including books and notes, while participating in internship activities.

LATE WORK

All work (internship logs, evaluations) must be submitted **by 4:30p.m. CST** on the day it is due. Due dates for internship logs and evaluations are on your outline, so there should be no surprises. Late submissions of assignments and projects will be accepted within one week, with 10% deducted for each day late. No late work will be accepted after one week without prior arrangements. Work is considered late after 4:30p.m. CST on the day it is due unless I advise you otherwise, or you have an excused absence on the due date. I reserve the right to modify this policy depending on individual circumstances.

TESTING

N/A.

OTHER LAB AND CLASSROOM POLICIES

Punctuality

Internship begins each day at the employer's discretion. If you are not present when the work day begins, you will be counted absent in accordance with the attendance policy. If you arrive late, it is your responsibility to check with your supervisor and make sure your presence on the job site has been recorded. Punctuality is a professional skill required by both employers and our program. Consequently, excessive tardiness can affect your grade. If you are tardy three times, that will be counted as an absence. Please be on time for all internship activities.

Cell Phones

Use of cell phones during internship hours is at the employer's discretion. We recommend turning your cell phone to silent or vibrate during the entire work day. Do not leave your work activity to make or receive calls unless it is an emergency or you have employer permission to do so. If you need to make or receive a call during laboratory time, please step outside the lab.

Lab Conduct

Lab policies are designated by the sponsoring facility but should mirror those of OSUIT. For internship activities occurring on the OSUIT campus, an instructor or member of the OSUIT staff must be present when students are working in the lab. No work of any kind may occur in the labs during lunch or before/after classes unless an instructor is present. Only students in the program are allowed in the lab. Students must complete their Machine Safety Checkout before using the lab for the first time.

Students should comply with the dress code established by their internship site. Typically, this includes scrubs or casual clothing appropriate for working in the lab. No open toed shoe wear, high heels or sandals are allowed. All shirts must have sleeves. No ties, long necklaces or any other potentially dangerous items that could cause injury to the student or others are allowed in the lab. Hair longer than the collar must be tied back while working in the lab.

SYLLABUS ATTACHMENT

View the Syllabus Attachment, which contains other important information, by visiting http://osuit.edu/center/student_syllabus_information

COURSE OUTLINE

See attached schedule.

See Internship Manual for additional information, forms and requirements.

Course Outline Schedule	Topic	Assignment	Due Date
Week 1	O&P Fabrication Skills	Submit internship log	9/11/2017
Week 2	O&P Fabrication Skills	Submit internship log	9/18/2017
Week 3	O&P Fabrication Skills	Submit internship log	9/25/2107
Week 4	O&P Fabrication Skills	Submit internship log	10/2/2017
Week 5	O&P Fabrication Skills	Submit internship log	10/9/2017
Week 6	O&P Fabrication Skills	Submit internship log	10/16/2017
Week 7	O&P Fabrication Skills	Submit internship log	10/23/2017
Week 8	O&P Fabrication Skills	Submit internship log	10/30/2017
Week 9	O&P Fabrication Skills	Submit internship log	11/6/2017
Week 10	O&P Fabrication Skills	Submit internship log	11/13/2017
Week 11	O&P Fabrication Skills	Submit internship log	11/20/2017
Week 12	O&P Fabrication Skills	Submit internship log	11/27/2017
Week 13	O&P Fabrication Skills	Submit internship log	12/4/2017
Week 14	O&P Fabrication Skills Workplace Skills	Submit internship log Submit supervisor evaluation	12/11/2017
Week 15	O&P Fabrication Skills	Submit internship log	12/15/2017

Schedule is subject to change at instructor discretion.