**Northern Oklahoma College**

**Course Syllabus**

1. Mission Statement for NOC:

Northern Oklahoma College, the State’s oldest community college, is a multi-campus, land-grant institution that provides high quality, accessible, and affordable educational opportunities and services which create life-changing experiences and develop students as effective learners and leaders within their communities in a connected, ever-changing world.

1. Course Title: [Course Number and Name] Internship (Independent Study)
* Division: [Name], Chair
* Course Description: This course consists of interrelated work between the student and company or agency in which students combine classroom theory with on-the-job training or observation.
* Prerequisites: Must be a sophomore.
* Course Format: The course is by independent study. The student will work cooperatively with the instructor and the employer to successfully complete the course.
1. Course Objectives:
* [include course objectives]
* [include course objectives]
* [include course objectives]
1. Instructor Information:
* Faculty: [name]
* Office: [office address]
* Office Phone: [office phone]
* Fax: [fax number]
* Email Address: [faculty email address]
* Office Hours: Office hours are posted on the office door

**5. Textbook(s) and Materials:**

* Textbook(s): No textbook required.
* Course Materials: No additional materials are required.

1. **Course Policies:**

For campus safety and to maintain an appropriate learning environment, no children are allowed to attend class with their parents.

Institutional Attendance Policy: Instructors may administratively withdraw any student who does not attend a single class within the first two weeks of the semester or who does not attend at least 75% of instructional time within weeks 3-12. Instructors may also establish a more stringent attendance policy that will preempt the minimum of 75% if it is included in the class syllabus; however, students, not instructors, are responsible for safeguarding their transcripts by dropping classes they are no longer attending or withdrawing from the college if needed.

Class attendance rules: Attendance will be monitored by both the internship supervisor and the instructor. Failure to complete at least [#] hours of work per week (based on a 16 week semester schedule) will result in a failing grade.

Course Restrictions:

1. If the student must miss one of the scheduled work days unexpectedly, notify the intern supervisor and the instructor that morning.
2. Any student/intern who is terminated from employment for reasons other than a work slowdown/layoff will receive an F in the internship. Examples of conditions include absenteeism, improper conduct, inadequate performance, etc.
3. The student may not change training sites (i.e. companies) simply because a better opportunity may have arisen during this internship. The job assignment agreed to by all concerned at the beginning of the semester must be adhered to throughout the course in order for the student to receive college credit. Exceptions may be made in the instance of internal promotion within the company.
4. Any student/intern who decides to quit their employment (for reasons of their own) will receive an F in the course.
5. All assignments, including internship project, time sheets documenting hours completed and the information sheet must be completed to receive a grade. Failure to complete any of these will result in a grade of F.
6. The intern supervisor/employer will accept and assign students to jobs without discrimination on the basis of race, color, national origin, sex, or handicap.

**7. Course Grading Policies:**

* **Grading Scale:**

 A = 90 – 100

 B = 80 – 89

 C = 70 – 79

 D = 60 – 69

 F = 59 and Below

* **Procedures for Determining Grades - Categories/Percentages:**

|  |  |
| --- | --- |
| **Category** | **Point Value** |
| Assignments (5 @ 100 pts each) | 500 points |
| Completion of Internship Requirements | 500 points |
| **Total** | **1,000 points** |

* **Assignments: (50% of Grade)**
1. *Assignment One*: *Application & Resume*
* Complete employment application with the assigned company.
* Turn in a resume, typed in proper format, have all information accurate and current.
1. *Assignment Two: Performance Appraisal System Evaluation*

Evaluate the employee performance appraisal system used by the organization. This evaluation must include a thorough description of present employee appraisal methods and comprehensive suggestions for improvement of the system or strong arguments for using this appraisal method as an industry “best practice.”

1. *Assignment Three: Situation Analysis*

In consultation with your on-site internship supervisor, select a current situation (good or bad) that the organization has been faced with. Analyze this case in the following manner:

* Why is there a case or problem in the first place; what caused this case or problem to develop?
* What are the basic and underlying issues involved?
* Develop three alternative courses of action.
* Recommend one of your alternative courses of action for implementation and explain your choice.
1. *Assignment Four: Organizational Chart & Job Description*

Construct an organizational chart for your internship company/agency. You should include as many names with the corresponding position titles as possible. Be sure you accurately indicate the chain of command and where your position is located by marking your name and title. Develop and submit a job description for your position as an intern. Be sure to accurately list and describe your job duties, tasks, and responsibilities.

1. *Assignment Five: Internship Report*

Listed below is an outline for your internship report. The purpose of this report is to assist you in gathering information concerning the company/agency. It is also designed to help you think about how you fit into the company/agency and what you are learning. This should be written in report format using complete sentences. Do not answer questions in yes/no format. Your work must be typed in 12 point font.

1. Description of Company/Agency
	1. History of the firm.
	2. Organization of the firm.
		1. Size or volume of company/agency (roughly).
		2. Number of employees.
	3. Products sold or services performed.
2. Description of Duties
	1. What are your duties and responsibilities?
		1. What types of jobs do you perform?
		2. How well have you been able to perform assigned tasks?
		3. What problems have you encountered in handling tasks or jobs assigned?
	2. What have you learned about the company/agency operation so far?
	3. Cooperation opportunity.
		1. With whom do you cooperate?
		2. Which of your duties require cooperation?
		3. What are your personal relationships with your fellow workers?
3. Supervision of Duties
	1. Standards of work required
		1. Are standards of work high, too high, average, low? Explain.
		2. How are you ranked on your job performance?
		3. Who recognizes merit?
	2. If you were to supervise an employee in the position that you held, how would you motivate that employee to perform well?
		1. What strategy would you use?
		2. Explain why the strategy would increase performance.
* **Course Requirements: (50% of Grade)**
1. Attendance
	1. Weekly reports for the number of hours worked and duties performed should be submitted to the instructor. A supervisor must sign these reports. Student work hours should be calculated based on a 12 week work period beginning in Week 3 and ending in Week 14. Students will be prompt and regular in attendance on the job. **A student who misses two or more days must make up the hours.**
	2. If the student must miss work, notify the intern supervisor immediately.
	3. Attendance at all instructor meetings at the beginning of the semester and attendance at the final meeting at the end of the semester is required unless special permission is given by the instructor.
2. Evaluation
	1. Your intern supervisor will complete two performance evaluations: One at the midpoint of the internship and another at the end of the semester.
	2. You will complete two performance evaluations: One at the midpoint of the internship and another at the end of the semester.
3. Additional Forms to be completed and/or submitted:
	* 1. Internship Application
		2. Transcript and Current Class Schedule
		3. Professional Agreement
		4. List of Duties and Goals on Company Letterhead
* **Extra Credit - Course Policy:** No extra credit is allowed.
* **Lab Work - Course Policy:** No lab is required.

**8. Additional Policies:**

 Please note that students are responsible for reading the following policies available on the Northern website at <http://northok.publishpath.com/academic-policies--procedures> . If you have any questions, you should ask your instructor immediately.

 Academic Integrity Policy

 Cell Phone Policy

 Assessment of Student Learning

**9. Statement of Student Support:**

If you believe you have a disability of any type, please let me know within the first two weeks of class so I can work cooperatively with you and the Counseling Office to provide reasonable and fair opportunities for you to be a productive and successful learner in this course. It is your responsibility as a student to notify the Counseling Office of your disability. Faculty have an obligation to respond when they receive official notice of a disability from the Counseling Office 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 Counseling Office numbers are as follows: Tonkawa campus 580 628-6651, Enid campus 580 548-2256, Stillwater campus 405-744-7116, University Center-Ponca City 580-716-5600. For more information on the ADA Policy, you may also contact the Office of Student Affairs at 580-628-6240 on the Tonkawa campus or 580-548-2327 on the Enid campus. On the Stillwater campus, you may contact the Vice President for the Stillwater campus at 405-744-2212. For the University Center in Ponca City, call 580-718-5607.

**10. Course Outline:**

An outline is not specified, but the following criteria will be used during the designated internship period.

Week 1 & 2 – Required meeting with Instructor.

Week 3 – Introduction / orientation at work site

Weeks 4-14 – Internship hours with employer

Week 15 – Internship paper due & final meeting with instructor.