

COURSE OUTLINE **Internship I**

Course Description

HL 193. Internship I. 3 hours credit. Prerequisites: The student must secure a suitable internship position in a related field. This course will enable the student to gain exposure to the work environment and/or apply classroom learning to the work site. The student will work a minimum of 75 hours throughout the semester for each credit awarded. Internships are for a specific period of time and may serve as a precursor to professional employment.

Course Relevance

The concepts learned in this class combined with the exposure to a real-world work experience will enable the student to understand the expectations of a career in his/her field.

Required Materials

Departmental-developed materials will be used.

Learning Outcomes

The intention is for the student to be able to

1. Develop critical thinking skills regarding work-based learning
2. Demonstrate experience in the work environment by achieving agreed upon written internship objectives based upon his/her related field

Learning PACT Skills that will be DEVELOPED and/or documented in this course

Through the student's involvement in this course, he/she will develop his/her ability in the following PACT skill areas:

Analytical Thinking Skills

1. Critical Thinking
 - The student will be able to identify and define a task, gather information, process the information according to the plan, generate and communicate an appropriate response.

Major Summative Assessment Task(s)

These learning outcomes and the Learning PACT skills will be demonstrated by

1. Completion of a portfolio that demonstrates career development outcomes and agreed upon internship objectives

Course Content

- I. Themes – Key recurring concepts that run throughout this course:
 - A. Job skills development
 - B. Personal development

- II. Issues – Key areas of conflict that must be understood in order to achieve the intended outcome:
 - A. Differences in expectations of faculty coordinator, employer, department lead instructor and student
 - B. Workplace cultural differences
- III. Concepts – Key concepts that must be understood to address the issues:
 - A. Understand expectations of everyone involved
 - B. Understand culture of workplace
- IV. Skills/Competencies – Actions that are essential to achieve the course outcomes:
 - A. Applying education and skills to workplace
 - B. Communication between student, faculty coordinator and supervisor
 - C. Developing a good work ethic

Learning Units

- I. Foundations of an internship
 - A. Develop a training plan
 - B. Be familiar with supervisor guidelines
- II. Self-assessment
 - A. Define goals for internship
 - B. Create resume
 - C. Record time worked
- III. Career development
 - A. Learn soft skills
 - 1. Communication
 - 2. Dependability
 - 3. Organization
 - B. Understand employer and student benefits
 - C. Learn the culture at the workplace
 - D. Understand requirements of internship
- IV. Conclusion of an internship
 - A. Create academic project for beginning internship
 - B. Reflect on accomplished goals
 - C. Submit time worked
 - D. Evaluate internship

Learning Activities

Learning activities will be assigned to assist the student to achieve the intended learning outcomes through independent study of various texts, case studies, professional journals, student presentations, department created documents and other materials as required by the training plan and the Faculty Coordinator.

Grade Determination

The student will be graded on completion of the basic portfolio and other assessment tasks at the discretion of the instructor with input from the supervisor at the work site.