EASTERN ARIZONA COLLEGE
Industry Internship III
Course Design
2011-2012

Course Information
Division: Industrial Technology Education
Course Number: TEC 291
Title: Industry Internship III
Credits: 1-4
Developed by: Mike Crockett/Revised by Dee Lauritzen
Lecture/Lab Ratio: 1 Credit = 1 Lecture/0 Lab
2 Credits = 2 Lecture/0 Lab
3 Credits = 3 Lecture/0 Lab
4 Credits = 4 Lecture/0 Lab
Note: 75 hours of work per 1 credit registered
Transfer Status: Pending Evaluation
Activity Course: Yes
CIP Code: 47.0000
Assessment Mode: Portfolio
Semester Taught: Fall
GE Category: None
Separate Lab: No
Awareness Course: No
Intensive Writing Course: No

Prerequisites
None

Educational Value
A. To general education: Student recognizes and credits on the job experiences as a valid component of the educational program.
B. To other courses or curricula: Industry internships provide a work-experience component for some certificates and AAS degrees in the ITE division.

Description
Eastern Arizona College offers industry internship courses for students who have selected a specific career objective in an industrial-technical field. Designed to give students the opportunity to learn through supervised work experiences, the courses integrate students' educational activities with on the job learning opportunities. Meetings with the Coordinator are designed to assist students in identifying activities (competencies they will complete on the job), learning job survival and improvement skills, and developing effective human relations and communications skills.
**Supplies**

None

**Competencies and Performance Standards**

1. **Achieve an acceptable level of technical skills**

   **Learning objectives**
   
   *What you will learn as you master the competency:*
   
   a. completes a monthly activity report describing skills learned
   b. discuss in writing technical skills developed on the job and how they have improved your productivity and employability.

   **Performance Standards**
   
   *Competence will be demonstrated:*
   
   o on the job
   o in writing to the Internship Coordinator
   o through the satisfactory completion of requirements within the school setting

   *Performance will be satisfactory when:*
   
   o learner demonstrates an acceptable level of skills to employer
   o learner successfully completes all academic requirements

2. **Display attitudes appropriate to the work environment**

   **Learning objectives**
   
   *What you will learn as you master the competency:*
   
   a. completes a monthly activity report describing situations proper or improper attitudes displayed by supervisor, coworker, or self
   b. discuss in writing the attitudes that were displayed during work-experience by supervisor, coworkers, or self

   **Performance Standards**
   
   *Competence will be demonstrated:*
   
   o on the job
   o in writing to the Internship Coordinator
   o as observed by the learner’s supervisor

   *Performance will be satisfactory when:*
   
   o learner displays respect toward coworkers and customers
   o learner demonstrates cooperation with peers and supervisors
   o learner approaches work assignments positively
   o learner speaks and acts courteously
   o learner displays professionalism
   o learner submits written report and analysis of workplace attitudes
3. **Accept responsibility for regular attendance**
   
   **Learning objectives**
   
   *What you will learn as you master the competency:*
   
   a. submit a written schedule of class time; working hours, and outside commitments
   b. demonstrate attendance responsibility by reporting for assignments prepared and on time
   
   **Performance Standards**
   
   *Competence will be demonstrated:*
   
   o in the field
   
   *Performance will be satisfactory when:*
   
   o learner will attend work assignments and classes as required

4. **Articulate the importance of continuous career development**
   
   **Learning objectives**
   
   *What you will learn as you master the competency:*
   
   a. interview supervisor/trainer/journeyman about preparation for career opportunities
   b. briefly summarize at least 3 career development articles dealing with the benefits of continuous career development
   
   **Performance Standards**
   
   *Competence will be demonstrated:*
   
   o in writing to the Internship Coordinator
   
   *Performance will be satisfactory when:*
   
   o learner will write a brief statement expressing the reasons for the importance of career development

5. **Formulate a career plan**
   
   **Learning objectives**
   
   *What you will learn as you master the competency:*
   
   a. determine career choice
   b. develop an education plan
   c. draft career goals
   d. determine a method of accomplishing goals in workplace
   
   **Performance Standards**
   
   *Competence will be demonstrated:*
   
   o in writing to the Internship Coordinator
   
   *Performance will be satisfactory when:*
   
   o learner will draft a brief career plan to encompass minimally five years of anticipated education and/or employment
Types of Instruction
On-the-job Experience

Grading Information
Grading Rationale
The on-the-job coordinator will assess the student’s work ethic, promptness, growth and achievement, and then provide a report back to the faculty coordinator with a recommended course grade.

Grading Scale
A  90-100 %
B  80-89 %
C  70-79 %
D  60-69 %
F  0-59 %