

Hagerstown Community College

INTERNSHIP SYLLABUS

Eligibility requirements for an internship:

- Minimum overall GPA of 2.0
- 50% of Program Requirements must be completed

COURSE: ____ 269 Internship, ____ credits

INSTRUCTOR/ FACULTY SUPERVISOR:

SEMESTER/YEAR:

COURSE DESCRIPTION: see page 51 in the 2009-20010 college catalog.

Students may complete internships for a variable amount of credits dependent upon their degree requirements.

1 credit = 60 hours
2 credits = 120 hours
3 credits = 180 hours

TEXTBOOK: none

STUDENT LEARNING OUTCOMES: The student, site supervisor and faculty supervisor will work together to determine a set of four learning outcomes no later than the 2nd week of the internship that will address the following program objectives.

COURSE CONTENT OBJECTIVES:

- Provide opportunities for students to investigate first-hand knowledge and theories learned in the classroom in connection with the work world.
- Provide opportunities for students to evaluate and apply a body of knowledge and methods of inquiry from an academic discipline to workplace settings.
- Provide opportunities for self-directed learning.
- Enable students to develop work competencies for specific professions and to explore career interests and form networks.
- Provide opportunities to learn from an employer's evaluation of capabilities and talents.
- Provide opportunities for students to develop a professional attitude toward appearance and behavior in the workplace, time management skills, and the ability to prioritize assignments.
- Additional course objectives may be added to address specific needs of a particular discipline.

ASSESSMENT PROCEDURES:

The student's grade will be based on the following criteria:

- Complete and submit all of the required forms contained in the HCC Student Internship Information Packet.
- Develop student learning outcomes with the site supervisor.
- Meet with the faculty supervisor a minimum of three times throughout the internship.
- Completion of required internship hours.
- Provide documentation in the form of a journal containing the number of hours completed at the site as well as documentation of assignments and learning experiences.
- Provide documentation that the learning outcomes have been met.
- Comply with all additional requirements outlined by the faculty supervisor.

COURSE POLICIES:

- ✓ College Attendance Policy – can be found in the 2009-2010 catalog.
- ✓ The faculty supervisor reserves the right to modify course content.
- ✓ The course is taken under the Code of Student Conduct as described in the Student Handbook.
- ✓ The student is expected to determine the appropriate work schedule with the employer site, to their mutual agreement and the student is expected to work when scheduled.
- ✓ The student is expected to conduct himself/herself appropriately and professionally.
- ✓ The student is expected to contact the faculty supervisor immediately if problems arise.
- ✓ Follow all policies outlined in the HCC Internship Handbook.

TOPICAL OUTLINE: N/A

CONTACT INFORMATION:

Faculty Supervisor:

HCC Workplace Learning Advisor/Internships: Bonnie Owens, owensb@hagerstowncc.edu , 301-790-2800 ext. 260.

Services for Students with Special Needs: Reasonable accommodations are provided to qualified students based on current documentation. Contact the Coordinator of Disability Support Services to request accommodations at 301-790-2800 x273.