

Syllabus

SOT 3022 Internship in Technology (undergraduate)

SOT 5022 Internship in Applied Sciences (graduate)

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1. Course Mission: To provide students pursuing professional technology degrees an opportunity to apply the theory and content of their coursework to real-world, on-the-job experiences.

2. Learning Objectives:

As a result of the internship experience, students successfully completing course requirements will:

Develop career goals.

Develop a plan of action which leads to obtaining an internship that will meet those career goals.

Improve job application and interviewing skills.

Develop work habits conducive to continued employment and promotion.

Develop safe habits for the workplace.

Apply the skills and knowledge gained from coursework to the work experience.

Experience the challenge and the routine of the everyday world of work.

3. Course Content Outline

A. Internship Identification

1. Define career goals.

2. Identify prospective employers conducive to meeting career goals.

B. Internship Application Process

1. Job application and follow-up

2. Interviewing

C. Internship Enrollment

1. Fill out Internship Registration Form

2. Get approval signature of major faculty advisor on registration form

3. Get approval signature of internship coordinator on registration form

4. Get enrolled in course (the internship office will facilitate enrollment; student CANNOT self-enroll)

D. Internship Requirements

1. Work the required hours (80 work hours per credit hour minimum)

2. Submit required written reports and the self assessment form

3. Facilitate submission of the Employer Evaluation Form

4. Meet all due dates as stated under the Assignments link on Blackboard

4. Length of Internship: The minimum duration of an internship work experience is determined by the number of semester hours for which the intern will receive credit. General internship policy requires that a minimum of 80 on-the-job, supervised work hours be completed for each hour of academic credit received. Actual work hours are determined by the employer.

5. Required assignments and grading weight: Below is a chronological list of assignments with the corresponding weight that is used to calculate the final grade. See procedures for submission of these assignments below.

Map w/ driving directions	5%
Professional Development Plan	15%
Periodic Reports (One required per credit hour enrolled)	15%
Final Summary Report	10%
Self Assessment Form	5%
Employer Evaluation (provided by employer)	<u>50%</u>
TOTAL	100

6. Assignment requirements and specifications: The specifications for each required assignment are found on Blackboard at <http://ucmo.blackboard.com> . On the left side of the Blackboard course home page, click the Assignment link to view the requirements, specifications, due dates, and submission procedures for each of the required assignments listed above.

7. Sample assignments: You will find sample assignments under the Course Document link on Blackboard course home page.

