



**COWLEY COLLEGE
& Area Vocational Technical School**

COURSE PROCEDURE FOR

<p>Career & Technical Internship I INR3751 1 Credit Hours</p>
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Student Level:

This course is open to students on the college level in either the Freshman or Sophomore year.

Catalog Description:

INR 3751 – CAREER AND TECHNICAL INTERNSHIP I (1 hrs)

This course is designed to provide the student with practical work experience and on the job training within his or her chosen career field. Students will work with professionals in the field, learn the type of dedication necessary and observe working operations in the career environment.

Prerequisites:

Completion of 12 credit hours in core courses with overall 2.0 GPA or permission from department chair.

Co-requisites:

Signed Documents:

- Internship letter of agreement (student & industry mentor)
- Cowley internship liability release (student)

Controlling Purpose:

This course is designed to provide the student with practical work experience and on the job training within his or her chosen career field. Students will work with professionals in the field, learn the type of dedication necessary and observe working operations in the career environment.

Learner Outcomes:

Upon completion of the course, the student will

- A. Communicate and interact with supervisors and co-workers
- B. Adopt and use professional behaviors
- C. Demonstrate safety practices
- D. Develop skills in converting abstract ideas into concrete work activities.
- E. Develop skills using appropriate materials and equipment

Units Outcomes and Clock Hours of Instruction for Core Curriculum:

The following outline defines the minimum core content not including the final examination period. Instructors may add other material as time allows.

Evaluation Key:

- A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.
- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.
- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background.
- D = A few of the major goals have been achieved, but the student’s achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

UNIT 1:						
Outcomes: Communicate and interact with supervisors and co-workers						
A	B	C	D	F	N	Specific Competencies
						Interact with supervisors and co-workers
						Demonstrate positive work behavior
						Develop sensitivity for cultural differences in the workplace
						Seek, analyze and give feedback

UNIT 2 :						
Outcomes: Adopt and use professional behaviors						
A	B	C	D	F	N	Specific Competencies:
						Set priorities, goals, standards in time management
						Display appropriate dress and personal cleanliness
						Identify and apply employee rules and regulations
						Identify standard workplace policies

UNIT 3:

Outcomes: Demonstrate safety practices						
A	B	C	D	F	N	Specific Competencies
						Identify, explain and correctly use supplies and equipment in given occupational area
						Identify potential health hazards
						Exhibit and maintain tools & equipment in a safe manner
						Demonstrate proper emergency procedures

UNIT 4: Outcomes: Develop skills in converting abstract ideas into concrete work activities.						
A	B	C	D	F	N	Specific Competencies
						Estimate time required to perform activities needed to accomplish specific tasks
						Identify and solve work specific problems

UNIT 5 : Outcomes: Develop skills using appropriate materials and equipment						
A	B	C	D	F	N	Specific Competencies:
						Identify appropriate materials and equipment for assignments
						Complete assigned tasks using proper materials and equipment
						Maintain equipment, record used materials and comply with company policies regarding equipment and materials use

Projects Required:

- Career/Trade task book

Textbook:

None

Materials/Equipment Required:

Appropriate personal protective equipment as determined by internship mentor.

Attendance Policy:

Students should adhere to the attendance policy outlined by the internship mentor.

Grading Policy:

The grading policy will be outlined by the internship mentor in the course syllabus.

Maximum class size:

Based on classroom occupancy

Course Time Frame:

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

Based on KBOR requirements of 2,700 minutes in on-the-job training, internships per credit hour:
45 hours = 1 credit hour; 90 hours = 2 credit hours; 135 hours = 3 credit hours

Refer to the following policies:

[402.00 Academic Code of Conduct](#)

[263.00 Student Appeal of Course Grades](#)

[403.00 Student Code of Conduct](#)

Disability Services Program:

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability which may impact work in this class and which requires accommodations, contact the Disability Services Coordinator.