

# Alexandria Technical and Community College

## CARP 2704: Internship

### A. COURSE DESCRIPTION

Credits: 4

Lecture Hours/Week: \*.\*

Lab Hours/Week: \*.\*

OJT Hours/Week: 12

Prerequisites: None

Corequisites: None

MnTC Goals: None

Internship is a supervised student occupational experience (SOE) at an approved employment training station. Forty-eight hours of SOE are required for each internship credit. The working situation is consistent with the student's career goals and program objectives. The internship provides students the opportunity to experience full-time (30 hours per week or greater), paid, business and industry entry level, training related student occupational work experience, while simultaneously having the advantage of being supervised by a program instructor/coordinator. Any modifications to this internship policy must be endorsed by the program advisor and approved by Academic Affairs. Prerequisite: Completion of first three semesters.

**B. COURSE EFFECTIVE DATES:** 01/01/1999 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

1. Obtain a paid work experience approved by the instructor related to the learner's training.
2. Complete agreements and semi-monthly paperwork and return to coordinator in a timely manner.
3. Assist coordinator in arranging for personal visits and evaluations. Follow the policies and rules of your employer.
4. Demonstrate a cooperative learning attitude and professional level of personal conduct and work habits.
5. Dress according to industry standards and be clean and neat at all times.
6. Communicate with coordinator on any employment problems that could affect the internship and provide feedback on the relevance of training to employment responsibilities.

### D. LEARNING OUTCOMES (General)

1. The learner will meet Employer Expectations.
2. The learner will relate classroom learning to workplace.
3. The learner will successfully complete a project for business in area of study.

### E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

### F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

### G. SPECIAL INFORMATION

None noted