Alexandria Technical and Community College

DIES 2704: Internship

A. COURSE DESCRIPTION

Credits: 4
Lecture Hours/Week: 0
Lab Hours/Week: 0
OJT Hours/Week: *
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: Students must have a minimum cumulative GPA of 2.00 and instructor approval.

B. COURSE EFFECTIVE DATES: 08/24/2015 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

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

D. LEARNING OUTCOMES (General)

1. The learner will participate in a mock interview.
2. The learner will develop and write a resume.
3. The learner will meet employer expectations.
4. The learner will apply classroom learning to workplace.
5. 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