Example Syllabus

1. **Course Title:** ENGR 381 Internship
2. **Credits:** 1-3 credits; contact class
3. **Instructor:** TBD
4. **Office Hours:** TBD
5. **Lab Hours:** TBD
6. **Text book:** Reading materials distributed by the faculty supervisor/site supervisor and other published work in the area.

7. **Catalog Description:**
   A student will gain professional experience as an intern at a private firm or government agency. A written proposal must be approved through the director of the engineering programs prior to enrolling in the course. At least 40 hour of work is required for each 1 credit awarded for the course.

   Prerequisite(s): Permission of the instructor and program director
   Course Frequency: Occasional

8. **Student Outcomes:**
   At the conclusion of this course, students will be able to:
   
   [1] Demonstrate experience within the business environment.
   [2] Demonstrate knowledge of the industry in which the internship is done.
   [3] Apply knowledge and skills learned in the classroom in a work setting.
   [4] Develop a greater understanding about career options while more clearly defining personal career goals.
   [5] Develop and refine oral and written communication skills.
   [6] Identify areas for future knowledge and skill development.

9. **ABET Program Learning Outcomes:**

   [1] Students will demonstrate an ability to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics
   [2] Students will demonstrate an ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors
   [3] Students will demonstrate an ability to communicate effectively with a range of audiences
   [4] Students will demonstrate an ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts
[5] Students will demonstrate an ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives.

[6] Students will demonstrate an ability to develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions.

[7] Students will demonstrate an ability to acquire and apply new knowledge as needed, using appropriate learning strategies.

10. **Internship Journal:** All students are required to keep journal (a collection of course materials including articles in the field, data, analysis, etc.). The journal will be graded on the last day of classes.

11. **Examinations:** There are no written examinations for this course. The evaluations will be based on reading assignments, class participation, your 381 research project and presentation.

12. **Student Responsibilities:**
   1. Obtain approval from the faculty supervisor and department Internship Coordinator/Program Director to pursue
   2. Complete Learning Contract (LC)
   3. Perform to the best of your ability those tasks assigned by your supervisor which are related to your learning objectives and to the responsibilities of the position
   4. Follow all the rules, regulations, and normal requirements of the organization
   5. Complete the academic requirements of the LC under the guidance of the Internship Coordinator
   6. Notify the faculty supervisor and department Internship Coordinator/Program Director of any changes needed to the agreement or of any problem during the on-the-job experience.

13. **Faculty Internship Coordinator Responsibilities:**
   1. Work with the student to formulate goals and learning objectives
   2. Keep in contact with the student
   3. Assess the intern’s learning based upon the site supervisor’s evaluation and the departmental requirements: maintain hours on the job, submission of LC, journal, meeting with advisor, final paper or other visible product, and public oral presentation
   4. Site visit at least once (for local internships), to discuss the intern’s performance and the applicability of theory to the field experience
   5. Get amid-term evaluation from the supervisor.

14. **Site Supervisor Responsibilities**
   1. Discuss the responsibilities and scope of the internship with the student
   2. Work with the student to develop goals and learning objectives
3. Provide ongoing supervision and feedback to the student
4. Be available to talk with and meet the Faculty Internship Advisor during a site visit
5. Complete a candid evaluation of the intern’s performance for the Faculty Advisor

6. Extensions: Since I respect fairness, I won’t grant extensions to the final 381 final report due date or presentation date. Under unavoidable circumstances, however, an extension could be possible. Sufficient proof is required to grant such an extension. Moreover, you will need to have the undergraduate dean contact me with a formal request for an extension.

7. Grading

<table>
<thead>
<tr>
<th>Final Report</th>
<th>50%</th>
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<tbody>
<tr>
<td>Final Presentation</td>
<td>30%</td>
</tr>
<tr>
<td>Internship Journal</td>
<td>10%</td>
</tr>
<tr>
<td>Monthly Evaluations</td>
<td>10%</td>
</tr>
</tbody>
</table>

The final grade will be determined on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>92% or more</td>
</tr>
<tr>
<td>A-</td>
<td>89 – 91.9%</td>
</tr>
<tr>
<td>B+</td>
<td>86 – 88.9%</td>
</tr>
<tr>
<td>B</td>
<td>80 – 85.9%</td>
</tr>
<tr>
<td>B-</td>
<td>77 – 79.9%</td>
</tr>
<tr>
<td>C</td>
<td>74 – 76.9%</td>
</tr>
<tr>
<td>C-</td>
<td>70 – 73.9%</td>
</tr>
<tr>
<td>D</td>
<td>66 – 65.9%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
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Note: For the first semester of ENGR 381, students are automatically awarded an IP for a grade (meaning in progress). The IP grade is changed to a final letter grade after completion of the second semester of work.

8. Students with disabilities

The College will make reasonable accommodations for persons with documented disabilities. Students should apply for services at the Center for Disability Services/SNAP located on the first floor of the Lightsey Center, Suite 104. Students approved for accommodations are responsible for notifying me as soon as possible and for contacting me one week before accommodation is needed.

9. Center for Student Learning (CSL)

The CSL, located on the first floor of the library, offers a wide variety of tutoring and other academic resources that support many courses offered at the College. Services include walk-in tutoring, by appointment tutoring, study strategies appointments, Peer Academic Coaching (PAC), and Supplemental Instruction (SI). All services are described and all lab
schedules are posted on the CSL website [http://csl.cofc.edu/](http://csl.cofc.edu/), or call 843-953-5635 for information.

10. **Honor code and Academic Integrity**

   It is expected that all students will adhere to the College of Charleston Honor Code while Lying, cheating, attempted cheating, and plagiarism are violations of our Honor Code that, when identified, are investigated. Each incident will be examined to determine the degree of deception involved. Incidents where the instructor determines the student’s actions are related more to a misunderstanding will handled by the instructor. A written intervention designed to help prevent the student from repeating the error will be given to the student. The intervention, submitted by form and signed both by the instructor and the student, will be forwarded to the Dean of Students and placed in the student’s file.

   Cases of suspected academic dishonesty will be reported directly by the instructor and/or others having knowledge of the incident to the Dean of Students. A student found responsible by the Honor Board for academic dishonesty will receive a XXF in the course, indicating failure of the course due to academic dishonesty. This grade will appear on the student’s transcript for two years after which the student may petition for the XX to be expunged. The F is permanent. The student may also be placed on disciplinary probation, suspended (temporary removal) or expelled (permanent removal) from the College by the Honor Board.

   Students should be aware that unauthorized collaboration—working together without permission—is a form of cheating. Unless the instructor specifies that students can work together on an assignment, quiz and/or test, no collaboration during the completion of the assignment is permitted. Other forms of cheating include possessing or using an unauthorized study aid (which could include accessing information via a cell phone or computer), copying from others’ exams, fabricating data, and giving unauthorized assistance. Research conducted and/or papers written for other classes cannot be used in whole or in part for any assignment in this class without obtaining prior permission from the instructor. Students can find the complete Honor Code and all related processes in the Student Handbook at [http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php](http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php) accommodation is needed.
Experiential learning is an important component of a student’s education that helps prepare them for seeking opportunities after graduation. By participating in an internship a student can be helped in determining which career path to follow (or not!). An internship is a professional position and is not meant for menial work. Internships should be a win-win situation for both the organization and the student and must be fulfilled so as to protect the legal rights of both.

Internships are a partnership between an organization and the Departments of the School of Sciences & Mathematics (SSM) of the College of Charleston. Organizations can benefit by bringing in for short periods of time our students who are full of energy, ideas, passion, and knowledge, who can diversify your workplace, ease workloads, and advance projects important to the organization. It is also a way to easily identify students who you might want to employ after they graduate. Students may receive formal or informal academic credit for their internship by fulfilling the objectives of their learning contract they have made with faculty sponsor.

The SSM Departments offering opportunities for internships are Chemistry & Biochemistry, Computer Science, Geology & Environmental Geosciences, Mathematics, and Physics & Astronomy.

CRITERIA FOR SPONSORING AN INTERNSHIP (as developed by NACE- the National Association of Colleges and Employers)

- The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
- The skills or knowledge learned must be transferable to other employment settings.
- The experience has a defined beginning and end, and a job description with desired qualifications.
- There are clearly designed learning objectives/goals related to the professional goals of the student’s academic coursework.
- There is supervision by a professional with expertise and educational and/or professional background in the field of experience.
- There is routine feedback by the experienced supervisor.
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

PROCESS

1. Identify an Internship Coordinator within your organization- This person will be responsible for completing preparatory work in anticipation of hiring an intern and will be the go-between the organization and the SSM department.
2. Assess Internal Needs to see how to best utilize an intern.
3. Set Goals and Develop A Position Description for the potential intern.
4. Allocate Resources (Financial, time, and material resources)
5. Identify a Mentor/Supervisor- This will be the day-to-day person supervising the intern with an intimate knowledge of the project.
6. Meet with SSM Departmental Internship Coordinator- To work out details of the internship and to assist in recruiting students.
7. Recruit, Select, and Interview Candidates
8. Formalize the Internship- Sign a contract with the student specifying start and stop dates, hours, compensation, and responsibilities
9. Conduct an Orientation to include Safety Training as well as HR (e.g. sexual and other unlawful harassment) and legal (e.g., non-disclosure) issues.
10. Monitoring and Supervision- The Mentor/Supervisor will train, supervise, communicate with, and evaluate the intern
11. Evaluating the Internship Program- This is done to make sure that the organization’s needs are being met and to see how improvements can be made to the internship program.

COMPENSATION
Do you have to pay the intern? The U.S. Fair Labor Standards Act (FLSA), as interpreted by the Supreme Court, provides criteria for what is and is not legal regarding payment for internships. Six criteria must be applied when determining if an internship can be unpaid:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

On the other hand, students are trying to meet college expenses and appreciate the financial assistance that you provide.

AGREED TO AND ACCEPTED

___________________________________________  ________________
SSM Departmental Internship Coordinator         Date

___________________________________________  ________________
Internship Sponsor                              Date

___________________________________________  ________________
Student Intern                                Date
