SYLLABUS

DATE OF LAST REVIEW: 02/2013
CIP CODE: 47.0106
SEMESTER: Departmental Syllabus
COURSE TITLE: Internship I
COURSE NUMBER: MAPR0290
CREDIT HOURS: 3
INSTRUCTOR: Departmental Syllabus
OFFICE LOCATION: Departmental Syllabus
OFFICE HOURS: Departmental Syllabus
TELEPHONE: Departmental Syllabus
EMAIL: KCKCC issued email accounts are the official means for electronically communicating with our students.

PREREQUISITE (S): Program Facilitator Approval

REQUIRED TEXT AND MATERIALS: Please check with the KCKCC TEC bookstore, http://www.kckccbookstore.com, for the required texts for your particular class.

COURSE DESCRIPTION:
Upon successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. The internship will provide advanced students with on-the-job experience under the supervision of professionals in the industry. The work will be developed cooperatively with area employers, college staff and each student to provide a variety of actual job experiences directly related to the student's career goals. A minimum average of 15 hours per week on-the-job training is required. Students are expected to keep the instructor informed about progress and any job changes.
METHOD OF INSTRUCTION:
A variety of instructional methods may be used depending on content area. These may include but are not limited to lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE:

I. Introduction to Internship
   A. Interpret program requirements.
   B. Complete the required forms from the handbook.
   C. Discuss the procedures set forth by the Career Program Facilitator.

II. The Job Search Process
   A. Find three sources of job information.
   B. Identify three job postings in your career program field.
   C. Write a resume.

III. Obtaining Employment
   A. Write a letter of inquiry.
   B. Complete a job application.
   C. Describe a job interview.

IV. Employer/Employee Relationships
   A. Define labor relations.
   B. Explain human relations.
   C. Write examples of conflict and resolution.

V. Employee Growth and Development
   A. Define employment advancement.
   B. Examine personal assessment of your job performance.
   C. Depict management opportunities in your career area.

VI. Leadership in the Work Place
   A. Describe qualities of leadership.
   B. Define fellowship.

VII. Dealing with Termination
    A. Define termination with cause.
    B. Define termination without cause.
    C. Describe how to deal with employment termination.

VIII. The Structure of Business and Industry
     A. Explain organizational theory.
     B. Describe work flow patterns.
IX. Conclusion
   A. Summarize your employer evaluation.
   B. Write a self evaluation.

EXPECTED LEARNER OUTCOMES:

   A. The student will be able to prepare a resume.
   B. The student will be able to describe work activities which have been acclivities, and salary earned.
   C. The student will be able to utilize classroom/lab knowledge to the work situation.
   D. The student will be able to demonstrate a mature and professional attitude toward employment and work.
   E. The student will be able to demonstrate the ability to work with immediate supervisor, customers (if applicable), and fellow employees.
   F. The student will be able to apply technical and human relations skills to the employment setting.
   G. The student will be able to identify the major components of a job interview.
   H. The student will be able to demonstrate proper conduct during a job interview.
   I. The student will be able to identify ways to deal with termination of employment.
   J. The student will be able to demonstrate an understanding of industrial applications and procedures that may have not encountered in other course work.
   K. The student will be able to describe components of organizational planning on the job.
   L. The student will be able to complete a job application.
   M. The student will be able to identify the steps in the job search process.
   N. The student will be able to keep accurate records of hours worked, job are including: labor relations, standards, quality and production control, and work flow patterns.

CORE COMPETENCIES:

Upon completion of this course:

   The student will be able to prepare a resume.

   1. The student will be able to write a functional resume.
   2. The student will be able to write a chronological resume.

   The student will be able to describe work activities which have been acclivities, and salary earned.

   3. The student will be able to document work assignments and salary.

   The student will be able to utilize classroom/lab knowledge to the work situation.

   4. The student will be able to transfer skills learned.
The student will be able to demonstrate a mature and professional attitude toward employment and work.

5. The student will be able to explain importance of work performance and teamwork.

The student will be able to demonstrate the ability to work with immediate supervisor, customers (if applicable), and fellow employees.

6. The student will be able to explain daily or weekly reports to supervisor.
7. The student will be able to develop trust with fellow employees.
8. The student will be able to communicate effectively with customers.

The student will be able to apply technical and human relations skills to the employment setting.

9. The student will be able to explain technical training.
10. The student will be able to communicate effectively.

The student will be able to identify major components of a job interview.

11. The student will be able to demonstrate good eye contact.
12. The student will be able to demonstrate good posture.
13. The student will be able to dress appropriately.
14. The student will be able to ask relevant questions.
15. The student will be able to answer questions effectively.

The student will be able to identify ways to deal with termination of employment.

16. The student will be able to maintain professionalism.

The student will be able to identify ways to deal with termination of employment.

17. The student will be able to explain contingency plans.

The student will be able to demonstrate an understanding of industrial applications and procedures that may have not encountered in other course work.

18. The student will be able to interview employees prior to job interview.

The student will be able to describe components of organizational planning on the job.

19. The student will be able to explain future plans for development.

The student will be able to complete a job application.

20. The student will be able to fill-out application complete without errors.

The student will be able to identify the steps in the job search process.

21. The student will be able to explain internet, newspaper and career fairs search.

The student will be able to keep accurate records of hours worked, job are including: labor relations, standards, quality and production control, and work flow patterns.

22. The student will be able to complete daily and weekly records.
23. The student will be able to acquire signatures for validation.
24. The student will be able to report new training methods.
25. The student will be able to report on work quality and production.

**ASSESSMENT OF LEARNER OUTCOMES:**
The student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

**SPECIAL NOTES:**
This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student's progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome anytime.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college’s policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact the Director of the Academic Resource Center in Rm. 3354 or call (913) 288-7670.