

Syllabus
EE 3890 - Internship
Fall 2014

Description: The student will receive credit for approved industrial experience that will help the student obtain employment after graduation. Professional development activities include resume writing, developing and accomplishing goals, progress report writing, and a supervisor's evaluation.

Student Learning Outcomes: The students will demonstrate:

1. The ability to identify and accomplish technical skills as defined by the employer.
2. The ability to get along with others and perform as an effective employee.
3. The ability to identify and accomplish written skills as defined by the employer.
4. The ability to identify and accomplish human relations skills as defined by the employer.
5. The ability to identify and accomplish communications skills as defined by the employer.
6. The ability to define personal career objectives.
7. An understanding of professional, ethical, and social responsibilities.
8. An understanding of diversity, professional, societal, and global issues.
9. A commitment to quality, timeliness, and continuous improvement.

Prerequisite: Permission from Department.

Instructor: Dr. Fon Brown

Office: ET 236B

Phone: 626-7781 (Office)

Email: fonbrown@weber.edu

Office Hours: Posted at <http://faculty.weber.edu/fonbrown>

Class Place and Time: ET 139 Monday Aug. 25. Administered by e-mail thereafter.

Course website: <http://faculty.weber.edu/fonbrown/EE3890>

Text: None

Expectations: You will need to submit the following:

1. A student information survey containing contact information.
2. An updated resume showing your current internship.
3. A goal setting form completed in conjunction with your supervisor.
4. Two progress reports during the 6th and 10th week of the semester.
5. A final progress report
6. The supervisor's evaluation

Late Submissions: Late submissions will be penalized 20%.

Grading: The following student assessment weighting will be used:

1. Updated Resume (10%)
2. Written goals and info survey (20%).
3. Progress reports (20%).
3. Supervisor's evaluation (50%).
 - a. Dependability.
 - b. Productivity.
 - c. Appropriate attire.
 - d. Team building skills.
 - e. Oral communications skills.
 - f. Written communications skills.
 - g. Technical skills.
 - h. Attention to detail.
 - i. Attitude.

Letter grades will be based on the final score as follows:

- A: 90-100
- B: 80-90
- C: 70-80
- D: 60-70
- E: below 60

Credits: Two semester credit hours. It is expected that a student will do a minimum of 20 hours of work per week or 300 hours total.

Attendance: Attendance is not required. Campus closures and extended absence of the instructor have no effect on student grades.

Disabilities: Any student requiring accommodations or services due to a disability should contact Services for Students with Disabilities (SSD) in room 181 of the Student Service Center. SSD can also arrange to provide course materials (including this syllabus) in alternative formats if necessary.

Schedule:

- Aug 25: Meet in classroom ET 139.
- Sep 8: Updated resumes, student information survey and goal setting form due.
- Oct 6: First progress report due.
- Nov 3: Second progress report due.
- Dec 8: Final progress report and supervisor's evaluation due.