

HOWARD COMMUNITY COLLEGE

INTERNSHIP/ WORK EXPERIENCES I & II 1,2,3 OR 4 CREDITS

COURSE SUMMARY AND OBJECTIVES

Internship and Cooperative Education (Co-op) combine study with on-the-job work experience, providing an opportunity to combine theory with what is required at work.

Upon completion of this course, the student will be able to:

1. Market your skills/network with potential employers or within your company.
2. Perform as an effective team member.
3. Demonstrate the ability to communicate with the team, peers, and administrators.
4. Research, document and present data from peer interactions.

GRADING POLICY

In these work experiences, the emphasis is placed on learning through doing. The evaluation of the learning will be based upon the following:

Credit Options	Number of Work Weeks	Number of Hours per Week	Number of Learning Objectives
1	6	10	2
2	8	10	2
3	10	10	3
4	15	10	4

WHAT IS A LEARNING OBJECTIVE?

Measurable Learning Objectives (MLO's) are statements that describe what you will be able to do, how you will do it, and how your accomplishments will be evaluated at the end of the specified time limit.

	Requirements	Maximum Percentage
<input type="checkbox"/>	Achievement of MLO's	30%
<input type="checkbox"/>	Attendance & Participation	10%
<input type="checkbox"/>	Monthly Progress Reports (submit to Faculty Advisor)	10%
<input type="checkbox"/>	Final Report (submit to Faculty Advisor)	20%
<input type="checkbox"/>	Supervisor's Evaluation of Work Performance (supervisor submits directly to Co-op/Internship Manager)	30%

Conversion of final average to final grade:

100% - 90% = A

89% - 80% = B

79% - 70% = C

69% - 60% = D