

COURSE OUTLINE **Internship II**

Course Description

HL 194. Internship II. 3 hours credit. Prerequisites: HL 193 with a C or better and the student must secure a suitable internship in a related field. This course is the second in a series of two internship courses and will enable the student to demonstrate greater competence in work environment skills and/or apply extended classroom learning to the work site. The student will work a minimum of 75 hours throughout the semester for each credit awarded. Internships are for a specific period of time and may serve as a precursor to professional employment.

Course Relevance

The concepts learned in this class combined with the exposure to a real-world work experience will continue to enhance the student's ability to understand the expectations of a career in his/her field.

Required Materials

Departmental-developed materials will be used.

Learning Outcomes

The intention is for the student to be able to

1. Further develop critical thinking skills regarding work based learning
2. Demonstrate experience in the work environment by achieving agreed upon advanced written internship objectives based upon his/her related field.

Learning PACT Skills that will be DEVELOPED and/or documented in this course

Through the student's involvement in this course, he/she will develop his/her ability in the following PACT skill areas:

Analytical Thinking Skills

1. Critical Thinking
 - The student will be able to identify and define an advanced task, gather information, process the information according to the plan, generate and communicate an appropriate response.

Major Summative Assessment Task(s)

These learning outcomes and the Learning PACT skills will be demonstrated by

1. Completion of an advanced portfolio that demonstrates career development outcomes and agreed upon internship objectives

Course Content

- I. Themes – Key recurring concepts that run throughout this course:
 - A. Build on Job Skills

- B. Continuous Personal Development
- C. Effective Relationships
- II. Issues – Key areas of conflict that must be understood in order to achieve the intended outcome:
 - A. Differences in expectations of faculty coordinator, supervisor, department lead instructor and student
 - B. Workplace cultural differences
- III. Concepts – Key concepts that must be understood to address the issues:
 - A. Understand expectations of all involved in internship
 - B. Understand and appreciate culture of workplace
- IV. Skills/Competencies – Actions that are essential to achieve the course outcomes:
 - A. Deeper application of education and skills to workplace
 - B. Communication between student, faculty coordinator and supervisor
 - C. Developing a mature work ethic

Learning Units

- I. Foundations of an advanced internship
 - A. Develop a training plan
 - B. Understand supervisor guidelines
- II. Self-assessment
 - A. Define advance learning objectives
 - B. Update resume
 - C. Record time worked
- III. Career development
 - A. Develop soft skills
 - 1. Initiative
 - 2. Good attitude
 - 3. Teamwork
 - 4. Good work ethic
 - B. Understand and appreciate culture of workplace
 - C. Work in team environment
- IV. Conclusion of an internship
 - A. Complete advanced academic project
 - B. Reflect on accomplished goals
 - C. Submit time worked
 - D. Evaluate second internship experience

Learning Activities

Learning activities will be assigned to assist the student to achieve the intended learning outcomes through independent study of various texts, case studies, professional journals, student presentations, department created documents and other materials as required by the training plan and the Faculty Coordinator.

Grade Determination

The student will be graded on completion of the advanced portfolio and other methods of evaluation at the discretion of the instructor with input from the supervisor at the work site.