

McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

COURSE SYLLABUS AND INSTRUCTOR PLAN

INTERNSHIP

POFT 2386 87

CRYSTAL JOHNSON

NOTE: This is a 16-week course.

NOTE: This is an online course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

AN EQUAL OPPORTUNITY INSTITUTION

SPRING 2023

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Course Description:

Establishes a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. This may be a paid or unpaid experience. Course covers interpersonal and job-related skills. Semester Hours: 3

Prerequisites and/or Corequisites:

An approved workstation and consent of program director; POFT 1309, ITSW 1301, POFI 2340, POFT 2301 with a minimum grade of C.

Course Notes and Instructor Recommendations:

As your instructor, I am extremely interested in your success in the course. If you feel you need additional information, individual help, or just a little encouragement, please come by my office to schedule an appointment. My office hours are posted on my office door and in Brightspace. I may require students to speak with me by telephone or in person at my discretion. Furthermore, in the course of this class, I may need to verify a student's identity using information available from academic records.

Technology can sometimes fail. It is your responsibility to report any technical issues; however, last minute technical issues may not allow for due date extensions. It is important to not wait until the last minute to complete assignments as technology can sometimes fail. In the event of a technology failure, contact the instructor immediately. If it is an issue with Cengage e-mail the instructor and then contact Cengage directly. I cannot fix Cengage issues, but I do like to be made aware of the issues. To contact Cengage directly, call 1-800-354-9706.

Please note that due to schedule conflicts with training and meetings, office hours are subject to change. Changes will be posted as course announcements. Office hours will be conducted both face-to-face and via Zoom, so you may attend in person or via Zoom.

You should plan to spend time studying and doing assignments to pass this course. Students who spend quality time studying are more likely to make a high grade than those who don't study or who don't have quality study habits.

Deadlines are important. Deadlines are just that "deadlines." Therefore, you need to make sure that you read the tentative schedule to know when deadlines are scheduled. You need to organize your time to meet these deadlines.

Internship Site:

This course requires an external internship where you will work 240 hours. It is your responsibility to secure your internship location; however, should you need help, please contact

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me immediately. Students who do not begin working by week two will struggle to meet the 240 hour requirement. The requirements for this are in the course orientation.

If you are dismissed from their internship site, contact me immediately. Students who are dismissed due to policy violations or behavioral concerns, including attendance, will receive an F in the course.

Students are expected to act and dress professionally at their work place. Internships are excellent ways to network and gain references for future employment.

Time sheets and objectives sheets are due every Friday following the work week. As an example, work completed the week of January 9-13, 2023 is due January 20, 2023.

Timesheets turned in more than two weeks late will not be accepted and the hours will not be counted towards the 240 hour requirement. As in the workplace, it is the student's/employee's responsibility to ensure payment/credit and that the hours are returned in a timely manner.

Your work product is expected to be completed in a professional manner, both in the workplace and within the course. No handwritten documents will be accepted, including timesheets. Timesheets do, however, have to be hand signed. Electronic signatures will not be accepted.

Communication with Instructor – You will use your student email account. E-mail messages from outside e-mail accounts will not be answered. Email or phone messages received during the weekend will be handled the first day of classes the following week. Though I strive to return messages within a few hours, please allow up to a 24 hour turn around for messages during the workweek. When emailing the instructor, you must include the course title in the subject line. Written communication should be in a professional format and should include a greeting and closing. Students should include their name in their e-mail closing. An example of a professionally formatted e-mail is found within the course orientation.

Please do not use the instant messaging feature in Brightspace. I do not always receive the messages or receive them many days later.

Hardware/Software Requirements:

- To complete this course, you **MUST** have access to the Internet and MS Office (including Word and Publisher)
- If you do not have access to the Internet and/or MS Office, you may use the Office Technology Careers Lab that is located in the Business and Technology Building, 1st floor. Students may also use the MCC Library.

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- MCC students have access to download MS Office for free through Microsoft Education at <https://www.microsoft.com/en-us/education/products/office> by registering with their MCC student e-mail. If you need assistance with this, please call the IT helpdesk at 254-299-8077.

If you have problems with either your hardware or software, it is your responsibility to make sure that all assignments are turned in on time. Technical difficulties with computers or software are not an excuse for a missed deadline. However, if you do experience technical difficulties, you should report it immediately to your instructor. Students may utilize the I.T. Helpdesk by contacting (254) 299-8077.

In most cases, assignments will be graded within a week of the due date. Students have one week from grade posting to contest an assignment grade. After that week, the grade stands.

Instructor Information:

Instructor Name: Crystal Johnson

MCC Email: cajohnson@mclennan.edu

Office Phone Number: 254-299-8263

Office Location: BT 228

Office/Teacher Conference Hours: As listed in Brightspace

Required Text & Materials:

Title: Cengage Unlimited (Choice of 4 month, 1 year, or 2 year term)

Publisher: Cengage Unlimited

ISBN: 9780357700006, or 9780357700013, or 9780357700020

Instructions for how to access the specific course textbook will be provided in Week 1 of the course material in Brightspace.

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

Lecture/Discussion

Homework Assignments

Hands-On Practice

Exams

Extrenal Work Experience

Course Objectives and/or Competencies:

Departmental Student Learning Outcome:- Prepare to be gainfully employed: job search skills, resume writing, application completion.

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- Use job search skills
- Create employment search documents including resume, cover letter, and application
- Create a career plan
- Identify elements of workplace success
- Create a personal brand
- Identify and create a network for employment prospects
- Understand interview question types and how to answer appropriately
- Demonstrate the ability to be on time
- Practice customer service principles in the workplace
- Demonstrate the ability to meet deadlines
- Prepare well-written work documents using given guidelines

Specific unit objectives are listed in Brightspace and at the beginning of each chapter.

Course Outline or Schedule:

Internship Schedule

All assignments are due at 11:59 p.m. unless otherwise noted. Any changes to the schedule will be posted in Brightspace. Review each week's task list in Brightspace for full list of weekly activities.

Week	Assignments	Due Date
Week 1 January 9	Orientation Chapter 1- The Job Search Journey Homework: <ul style="list-style-type: none">• Find a work place and obtain approval from instructor• Objectives• Read Chapter 1• Chapter 1 Quiz• Chapter 1 Assignments• Weekly Worksheets	January 15
Week 2 January 16	Chapter 2- Know Yourself to Market Yourself Homework: <ul style="list-style-type: none">• Read Chapter• Chapter 2 Quiz• Chapter 2 Assignments• Weekly Worksheets	January 22
Week 3 January 23	Chapter 3- Picture Yourself in the Workplace Homework: <ul style="list-style-type: none">• Read Chapter• Chapter 3 Quiz	January 29

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	<ul style="list-style-type: none"> • Chapter 3 Assignments • Weekly Worksheets 	
Week 4 January 30	Chapter 4- Plan Your Resume Homework: <ul style="list-style-type: none"> • Read Chapter • Chapter 4 Quiz • Chapter 4 Assignments • Weekly Worksheets 	February 5
Week 5 February 6	Chapter 5- Write Your Resume Homework: <ul style="list-style-type: none"> • Read Chapter • Chapter 5 Quiz • Chapter 5 Assignments • Weekly Worksheets 	February 12
Week 6 February 13	Chapter 6- Find Job Openings Homework: <ul style="list-style-type: none"> • Read Chapter • Chapter 6 Quiz • Chapter 6 Assignments • Weekly Worksheets 	February 19
Week 7 February 20	Chapter 7- Write Job Applications Homework: <ul style="list-style-type: none"> • Read Chapter • Chapter 7 Quiz • Chapter 7 Assignments • Weekly Worksheets 	February 26
Week 8 February 27	Chapter 8- Write Effective Tailored Cover Letters Homework: <ul style="list-style-type: none"> • Read Chapter • Chapter 8 Quiz • Chapter 8 Assignments • Weekly Worksheets 	March 12
Week 9 March 13	Chapter 9- Know the Interview Essentials Homework: <ul style="list-style-type: none"> • Read Chapter • Chapter 9 Quiz • Chapter 9 Assignments • Weekly Worksheets 	March 19

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Week 10 March 20	Chapter 10- Prepare for Your Interview Homework: <ul style="list-style-type: none"> • Read Chapter • Chapter 10 Quiz • Chapter 10 Assignments • Weekly Worksheets 	March 26
Week 11 March 27	Chapter 11- Interview Like a Pro Homework: <ul style="list-style-type: none"> • Read Chapter • Chapter 11 Quiz • Chapter 11 Assignments • Weekly Worksheets 	April 2
Week 12 April 3	Chapter 12- Stay Connected with Prospective Employers Homework: <ul style="list-style-type: none"> • Read Chapter • Chapter 12 Quiz • Chapter 12 Assignments • Weekly Worksheets 	April 9
Week 13 April 10	Chapter 13- Dealing with Disappointment Homework: <ul style="list-style-type: none"> • Read Chapter • Chapter 13 Quiz • Chapter 13 Assignments • Weekly Worksheets 	April 16
Week 14 April 17	Chapter 14- Take Charge of Your Career Homework: <ul style="list-style-type: none"> • Read Chapter • Chapter 14 Quiz • Chapter 14 Assignments • Weekly Worksheets 	April 23
Week 15 April 24	Homework: Prepare final report	April 30
Week 16 May 1	Final Report	May 2

Course Grading Information:

Employer Evaluation..... 60%

Quizzes.....10%

Assignments.....20%

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Final Project..... 10%

Grades will be based on percentage: A= 90-100; B= 80-89; C= 70-79; D= 60-69; F = Below 60

Employer Evaluation (60%)- The employer will rate the student in the following categories: Knowledge of Work, Human Relations (effect on workers), Dependability (attendance/promptness), work Habits and Attitudes; Responsibility, Accuracy in work assigned, Productivity (Quality and Quantity), Initiative, Professionalism (dress/demeanor), and Promotability. The grading rubric is provided to the students in Brightspace.

Quizzes (10%) – Quizzes will cover material within the text and lecture. Students will have 30 minutes to complete the quizzes in Brightspace. Students will have three attempts to complete each quiz. The highest of the grades will be used. Students are encouraged to take the quizzes multiple times. Quizzes are due at 11:59 p.m. of the due date.

Final Project (10%)- The final project will be a report. Students will receive instructions three weeks prior to the due date.

Assignments (20%)- Students will complete an assignment each week that corresponds with the assigned chapter. Assignments should be submitted in Brightspace unless otherwise noted. Assignments are due at 11:59 p.m. of the due date unless otherwise noted.

Students will also turn in weekly worksheets for an assignment grade each week. These weekly worksheets contain the student's timesheet with their employer and the objectives sheet. These sheets are turned in weekly. Sheets that are turned in on time and in full will receive a 100. Points will be deducted for errors in math, spelling, and grammar. Sheets turned in more than a week late will receive a 0. Sheets turned in late will receive a 50-point deduction. Missing one of the worksheets will also receive a 50-point deduction. Students who encounter difficulties in obtaining signatures should contact their instructor immediately.

Completing Assignments-

- Students are expected to complete assignments in their entirety. Skipping questions will result in lost points in proportion to the questions skipped.
- Part of being a professional is using proper grammar. Assignments should be completed using proper and complete sentences. Points may be deducted for grammatical and spelling errors at the discretion of the instructor.

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- When answering questions, students should consider class discussions, material introduced by the instructor, and the text.
- Plagiarism will not be tolerated. Ideas or references should be given credit where credit is due. Students should complete works cited using APA format. Students who need help with this may seek help from the instructor, the library, the Internet, the APA Manual, or any other resource at their disposal.

Any discrepancy in grades must be made in writing via e-mail to your instructor no later than one week after the grade is posted in Brightspace.

Most assignments will be graded within a week of the due date; however, longer assignments may take more time to be graded.

Late Work, Attendance, and Make Up Work Policies:

- You, **whether present or absent**, are responsible for all material presented or assigned for the course and will be held accountable for such materials in the determination of course grades.
- No late work will be accepted; however, a makeup period will be offered towards the end of the course for a discounted grade. Exceptions to this are granted on a rare basis. You will need to communicate with me should a situation such as extreme illness arise.
- You, whether absent or present, are responsible for course deadlines. You should communicate with me if an emergency or situation arises preventing completion of work. I cannot work with you if you do not communicate.
- **Drops/grades based on attendance-** You are responsible for contacting the instructor to be dropped from this course. If you exceed the allowed absences within the first eight weeks (over 4 absences), you will be dropped. If you exceed the allowed absences after week 8, you will receive a grade of F unless you contact me and request to be dropped prior to the drop deadline. If you are experiencing an emergency, you should contact me immediately to make alternate arrangements.
- For the purpose of this online course, attendance will be based on your completion of work for the week. If you complete at least 50 percent of weekly activities during the week, you will be counted as present. If you do not complete at least 50% of the weekly activities, you will be counted as absent. Makeup work does not count towards attendance and will not prevent you from being dropped.
- If you fail to turn in two weeks of timesheets and objectives sheets for the internship site, you will be dropped from the course unless other arrangements have been made.

Student Behavioral Expectations or Conduct Policy:

Students are expected to conduct themselves in a professional manner for the duration of the course. This manner includes appropriate language, respectfulness, proper

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grammar, meeting deadlines, and responding to correspondence from the instructor. Students who display disrespectful or disruptive behavior will be dropped from the course and referred to Student Conduct.

While at your external workstation, you are expected to be professional in both manner and appearance. External work experiences are excellent references.

Students are expected to maintain class decorum that includes respect for other students and the instructor, and an attitude that seeks to take full advantage of the education opportunity, even in the online environment. Students are expected to communicate respectfully and professionally.

MCC is a drug-free campus, and it is a violation of the “General Conduct Policy” to possess, attempt to possess, use, transmit or distribute (sell) drugs or alcohol on the campus (taken from *MCC Student Highlander Guide*). If a student comes to class or meetings using drugs or alcohol, or if they are under the influence of drugs or alcohol, that student will be asked to leave class, forfeiting any opportunity to complete or make up assignments, tests, or activities done during class and receive a zero. The student may be asked to meet with student conduct for disciplinary measures. Disciplinary incidents could result in being dropped from the course or receiving a grade of F for the course.

Plagiarism and cheating will not be tolerated.

Plagiarism is:

- Using someone else’s work and claiming it as your own
- Copying information (1) without quotes and/or not (2) giving credit to the source
- Paraphrasing information without giving credit to the source
- Expressing the ideas of others as your own
- Fraud

Cheating is:

- Sharing information (giving or receiving) of any format
- Using unauthorized material during a test or assignment
- Working as a pair or group to complete an assignment that is not designated as group work
- Plagiarism
- Not adhering to the rules set forth for Timed Writings
- Having someone else complete your assignments

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Plagiarism and cheating will be dealt as follows:

- 1) For the first offense, the student will be made aware of the issue and will receive a zero (0) for the assignment.
- 2) For the second offense, the student will be reported to the Student Discipline Committee and be subject to the discipline recommended by the committee.
- 3) For the third offense, the student will be given an F in the class.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

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Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.