KISHWAUKEE COLLEGE SYLLABUS SPRlNG2012

AUTOMATED ENGINEERJNG TECHNOLOGY

Manufacturing Technology Internship I MT-283-5001

On site internship to be determined 1124/2012 to 5/15/2012

## INTERNSHIP COLLEGE COORDINATOR:

**Instructor:**

Office:

Office Hours: Phone: Email:

Robert J. Lawrence A-423

Posted on office door A423 (815) 825-2086 ext. 3240

boblaw@kishwaukeecollege.edu

## COURSE DESCRIPTION:

Internship training in Manufacturing Technology with practical occupational experience. Combines classroom with supervised employment and laboratory experience. Must be on the job 225 hours. Fifteen hours lab per week.

## COURSE OBJECTIVE:

On-the-job training in Automated Engineering Technology applies previous lab and classroom experience in the setting of practical occupational training. The student must be on the job an average of 16 weeks at 15 hours per week to complete 225 clock hours of experience. This course provides 3 hours of college credit. A student should have two semesters of full-time Automated Engineering Technology course work and approval of the college coordinator before signing up for the Internship program.

1. The student will complete and log 225 hours of work experience with a mutually acceptable machine tool business employer.
2. The student will understand the Internship Manual requirements including all forms and reports.
3. The student will complete all work and other requirements and submit all

paperwork, forms, and reports from the Internship Manual by the dates due in order to receive a passing grade.

**GRADING:**

The student will be graded aod evaluated on a point system as follows:

Employer evaluation Coordinator evaluations Overall paperwork

300 pts

200 pts

100 pts

Total 600 pts

## CONVERSION TO LETTER GRADE:

600-540 .................................................. A

539-480 .................................................. B

479-420 .................................................. c

419-360 .................................................. D

359-0 ...................................................... F

## COORDINATORS EXPECTATIONS OF THE STUDENT:

Weekly reports are due in the Automated Engineering Technology Department on the following Tuesday at 5:45pm.

The report should be sent to the attention of your coordinator. It should include a brief list of what was done during the week, along with aoy unusual experiences or problems.

This report must include the total hours for the week worked aod the total hours to date, as well as your wages for the week.

Make sure the week is properly numbered. Your first week on the job is Week #1, even if you only worked a couple of days. Your second week is Week #2, etc. To date each, use a date which corresponds with your pay period. It will be easier for you aod for us to keep track of your hours that way.

See the time schedule below for the due date of each report.

## TIME SCHEDULE FOR TURNING IN REPORTS:

Prior to Internship, part numbers 3, 4, and 5

During Internship, part numbers 6, 7, 8, 9, 10, 11, 12, 13 aod 14 Each week, part 9

After completion of 225 hours, part 16 and 17 After each visit by coordinator, part 15

## All reports and evaluations dne by December 14,2012

Since all work in in the form of "on the job training". Tests other forms of written evaluation will not be scheduled. However, all forms and reports need to be completed as scheduled. If due dates cannot be met the coordinator must be contacted to arrange a new due date. All reports must be completed by the end of the semester.

LEARNING SKILLS CENTER (A-300)

Tutoring and testing is available to all Kishwaukee students free of charge. Students must present their Kishwaukee College student ID when using any Learning Sldlls Center services. No appointment is necessary for assistance in English. For more information on the Learning Skills Center go to [www.kishwaukeecollege.edu/learning](http://www.kishwaukeecollege.edu/learning) skills center

The Writing Center (A-306) answers your writing-related questions regardless of the class or assignment. No appointment is necessary, and students can get help individually or in small groups. Also available are workshop opportunities for any size group.

WITHDRAWAL POLICY

A "W" will not be given as a final grade. The student is responsible for officially withdrawing from the class according to procedures described in the college catalog. Any student that does not officially withdraw from the class will receive a letter grade. The last date for withdrawal for this course can be found at "MY CLASS SCHEDULE" on KishSOS.

CLASS CANCELLATIONS

Class cancellations due to inclement weather will be announced on local

radio stations or posted on the College Web site: [www.kishwaukeecollege.edu.](http://www.kishwaukeecollege.edu/)

Students may also call the College at (815) 825-2086. Class cancellations due to instructor absence will be posted on the classroom door and posted at [www.kishwaukeecollege.edu/class](http://www.kishwaukeecollege.edu/class) cancellations. Room changes

will be armounced in advance whenever possible and posted on the classroom

door.

EMERGENCY PROCEDURES/SAFETY

Yellow and red *Emergency Information Flip Charts* are located in each classroom. These are quick reference sheets with telephone numbers to reach emergency assistance and a brief description of the correct actions to take in the event of a tornado, fire or other emergency on campus.

# All students intending to graduate with an A.A., A.S., A.E.S., or A.F.A. are required to submit a Degree Portfolio. The Degree Portfolio is a way for the institution to measure its effectiveness in preparing students for successful completion of a degree at the transferring institution. Save your work throughout your career at the college in order to facilitate the portfolio compilation. Submit a completed application for graduation from the college the semester that you plan on graduating prior to submitting the Degree Portfolio. The specific requirements

(along with the rubrics used for assessment) for the Degree Portfolio can be found at

[www.kishwaukeecollege.edu/portfolio.](http://www.kishwaukeecollege.edu/portfolio)

ACADEMIC HONESTY

Academic honesty is essential in a college community. Inorder to evaluate\_ student work, faculty must be able to trust that the work is original with a student and not the work of someone else. Plagiarism, cheating, or other dishonest actions will not be tolerated, and the penalties for such actions are at the discretion of the instructor. A complete explanation of the policy and procedures surrounding academic honesty are outlined in the Kishwaukee College Catalog.

COPYRIGHT

As a Kishwaukee College Student, you may have software made available to you by the college for course use. Please understand that copyright law may prohibit copying these materials. Violation of copyright laws can lead to prosecution for a criminal offense.

ASSISTIVE RESOURCES CENTER/DISABILITY SERVICES

Any student having a documented disability or special learning need and wanting to request accommodations, should contact the Coordinator in A 317 or at (815) 825-2086 Ext 3960, (815) 825-9106 (TTY), or send an email to awilson@kishwaukeecollege.edu. The student's disability must impact their ability to participate in the educational environment and be documented by an appropriate professional prior to accommodations being approved.

STUDENT E-MAIL

Your Kishwaukee College e-mail account will be the only way to receive official notices from the college. If you choose to forward your e-mail to another account, please be advised that all conununication from and within the college will use your Kishwaukee student e-mail. When communicating with instructors or employees of the college, you are required to use your Kishwaukee e-mail address.

Language on the syllabi course materials developed by INAM funds:

From the grant agreement’s Part IV  Special Conditions, Item 15, Intellectual Property Rights, the following needs to be on all products developed in whole or in part with grant funds:

“This workforce solution was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timelines, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use, by an organization and/or personal use by an individual for  non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright holder.”