ARTC-2388.43400 Internship-Commercial/Ad Art (3 credit hours)
Spring 2019
Class: Online
Lab: TBA

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Course Description: 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.

End-of-Course Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Description: An internship is a method of instruction that offers students the chance to synthesize new knowledge and apply previous knowledge. Students learn to manage the work flow through the development and achievement of learning objectives accomplished through a work experience. An internship typically involves some level of on-site supervised instruction and is suited for fields in professional services (e.g. childcare, social work, etc.). The work experience must be related to the student’s field of study. The level of instruction is basic, intermediate or advanced. An internship should be properly sequenced within a program to ensure that students have developed a minimum level of technical competency prior to entering the work site. The intent of ELE is to provide an opportunity to apply knowledge and skills acquired. It is recommended that students not be allowed to enroll for ELE courses until after they have completed six (6) SCH or ninety-six (96) contact hours of coursework in their technical program major; or the student is participating in a program where the ELE is correctly sequenced so that the work experience serves as an application of the classroom learning.

Workplace Setting: An internship can be in any career field other than health care, except when allowed by the Texas Higher Education Coordinating Board (THECB) through the Workforce Education Course Manual (WECM). The work experience must take place at sites approved by the college.

Workplace Supervision: The student is under the direct supervision of an external site supervisor. Direct supervision is defined as daily oversight, guidance, and review of the hands-on experiences and the daily organization of the student’s activities.

Student Compensation: An internship can be a paid or unpaid experience. The student will
receive college credit or continuing education units (CEU) for the internship experience. The assignment of credit hours or CEU is based upon the contact hours in the course.

**Length of ELE**: An internship can be offered in a 16-week format or less. The minimum length of the course is determined by the student meeting the required contact hours, without having to work more than a 40-hour work week. It is recommended that a student not exceed a total of 40 hours per week for both course and work time.

**Students who successfully complete this course will meet** The Secretary's Commission on Achieving Necessary Skills (SCANS) was asked to examine the demands of the workplace and whether today's young people are capable of meeting those demands.

**COMPETENCIES – effective workers can productively use:**

- Resources - allocating time, money, materials, space, and staff;
- Interpersonal Skills - working on teams, teaching others, serving customers, leading, negotiating, and working well with people from culturally diverse backgrounds;
- Information - acquiring and evaluating data, organizing and maintaining files, interpreting and communicating, and using computers to process information;
- Systems - understanding social, organizational, and technological systems, monitoring and correcting performance, and designing or improving systems;
- Technology - selecting equipment and tools, applying technology to specific tasks, and maintaining and troubleshooting technologies.

**THE FOUNDATION – competence requires:**

- Basic Skills - reading, writing, arithmetic and mathematics, speaking, and listening;
- Thinking Skills - thinking creatively, making decisions, solving problems, seeing things in the mind's eye, knowing how to learn, and reasoning;
- Personal Qualities - individual responsibility, self-esteem, sociability, self-management, and integrity.

**Seminar or Lecture Component**: A lecture or seminar component is not required for an internship.

**Student Responsibilities**

- Ensure all of the requirements of the ELE program are performed as outlined in this handbook.
- Read and sign the Training Station Agreement form.
- Establish learning objectives in conjunction with the supervisor and instructor/coordinator.
- Complete and sign the Evaluation Form – Learning Objectives to document the agreed upon learning objectives.
•Participate in a minimum of two on-site visits with the supervisor and instructor/coordinator.

**Supervisor Responsibilities**
•Read and sign the Training Station Agreement form.
•Establish learning objectives in conjunction with the student and instructor/coordinator.
•Sign the Evaluation Form – Learning Objectives to document the agreed upon learning objectives.
•Participate in a minimum of two on-site visits with the student and instructor/coordinator.
•Evaluate the learning objectives and document on the Evaluation Form – Learning Objectives whether the student completed them in a satisfactory or unsatisfactory manner.
•Complete an Evaluation Form – Basic Workplace Skills/Attributes to document student demonstration of the basic workplace skills.

**Instructor / Coordinator Responsibilities**
•Read and sign the Training Station Agreement form.
•Establish learning objectives in conjunction with the student and instructor/coordinator.
•Sign the Evaluation Form – Learning Objectives to document the agreed upon learning objectives.
•Make a final determination of the student’s grade as described in the course syllabus.

**Developmental Courses:** The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student’s basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college-level classes such as English 1301/1302, History 1301/1302, Math 1414, etc. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change. Additional information is available from the TSI Office. [https://www1.dcccd.edu/cat0910/admiss/tsi.cfm?loc=4](https://www1.dcccd.edu/cat0910/admiss/tsi.cfm?loc=4)

**Evaluative measures:** Professionalism. (40%) of total grade. Your Instructor will evaluate you on the following:

a. Attendance
b. Punctuality, Ability to work as a team
c. Flexibility/adaptability, Respect for self and others
d. Attitude, Class/lab participation
e. Safety concern
f. Professional appearance / dress code
g. Ability to take constructive feedback

**Evaluation:**
Site Visit 200 points
**ELE Student Handbook 100**
Grade Value 300 points total
270-300 = A
Obtaining Final Course Grades Using eConnect

Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu. Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.

Eastfield College Email Policy

Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: http://www.dcccd.edu/netmail/home.html

Institutional Policies

Family Educational Rights and Privacy Act of 1974 (FERPA)

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

Classroom Etiquette
As a courtesy to the instructor and your fellow students it is requested that you turn your cell phones/pagers off during class. You may bring and listen to your own music during “open” lab time with headphones and at a reasonable volume as to still be able to participate in class.