

FLORIDA STATE COLLEGE AT JACKSONVILLE

COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER: EST 1942

COURSE TITLE: Internship

PREREQUISITE(S): None

COREQUISITE(S): None

CREDIT HOURS: 2

CONTACT HOURS/WEEK: Average of 9 per week, total of 135 for term

CONTACT HOUR BREAKDOWN:

Lecture/Discussion:

Laboratory:

Other - On the job experience Average of 8 (120 for term)

Job related report/s/ Average of 1 (15 for term)

FACULTY WORKLOAD POINTS: Calculated on the # of students in the internship

STANDARDIZED CLASS SIZE ALLOCATION: Open

CATALOG COURSE DESCRIPTION:

The first discipline related internship provides students with meaningful work experience in a chosen career field. The course is designed to allow students to learn on the job as part of their educational program of study.

(2 Credits, 135 contact hours on the job during the term with additional work/reporting required off the job site.)

Prefix will be assigned according to student field of study/work.

SUGGESTED TEXT(S): None

IMPLEMENTATION DATE: Spring Term 20002

REVIEW OR MODIFICATION DATE: December 2003
Fall Term, 2002 (20031)

COURSE TOPICS	<u>CONTACT HOURS PER TOPIC</u>
I. Job Search to include resume and cover letter preparation, contacts with employer/s/, interviews and contact agreement development.	
II. Discipline Related Work Experience	120 (Minimum)
III. Reporting and Evaluation	15 (Minimum)

PROGRAM TITLE: Various

COURSE TITLE: Internship

CIP NUMBER:

LIST PERFORMANCE STANDARD ADDRESSED:

NUMBER(S): TITLES(S):

- 04.01 Follow oral and written instructions.
- 04.09 Compose reports, documentation and other appropriate material.
- 04.10 Communicate orally with personnel of various backgrounds and technical skills.

- 05.01 Demonstrate appropriate work habits.

- 06.01 Demonstrate appropriate attire and grooming for a business office.

- 08.04 Demonstrate self-motivation and responsibility to complete an assigned task/s/.

- 10.02 Demonstrate the ability to determine the proper priority for work.
- 10.04 Choose appropriate actions in situations requiring application of business ethics.
- 10.05 Choose appropriate action in situations requiring effective time management.

Other performance standards will be assigned by program manager/s/ and internship supervisor/s/ as determined by discipline and specific job/task assignments.