

## FLORIDA STATE COLLEGE AT JACKSONVILLE

## COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER:	XXX 1943
COURSE TITLE:	Internship
PREREQUISITE(S):	None
COREQUISITE(S):	None
CREDIT HOURS:	3
CONTACT HOURS/WEEK:	Average of 13 per week, total of 195 for term
CONTACT HOUR BREAKDOWN:	
Lecture/Discussion:	
Laboratory:	
Other - On the job experience	Average of 12 (180 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
<p>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. (3 Credits, 180 contact hours on the job during the term with additional work/reporting required off the job site.)</p> <p>Prefix will be assigned according to student field of study/work.</p>	
SUGGESTED TEXT(S):	None
IMPLEMENTATION DATE:	Spring Term 20002
REVIEW OR MODIFICATION DATE:	December 2003

## COURSE TOPICS

CONTACT HOURS  
PER TOPIC

I. Job Search to include resume and cover letter preparation, contacts with employer(s), interviews and contact agreement development.	
II. Discipline Related Work Experience	180 (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.