



Internship - Manufacturing Technology/Technician INMT 2388

“Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.”

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
	4-5 PM	4-5 PM	4-5 PM	4-5 PM	By Appointment

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.

Required Textbook(s): None

Student Learning 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.

Student Responsibilities/Expectations:

1. Complete and submit an Application to the Instructor/Coordinator.
2. Submit a copy of your completed degree plan to your Instructor/Coordinator.
3. Complete and submit a signed Training Agreement.
4. Establish approved objectives with the assistance of the Supervisor and Instructor/Coordinator. Complete and submit a typed and signed Job-Related Learning Objectives Form for each objective to be completed.
5. Complete and submit a signed time sheet report at the end of the semester. Time sheets should include all hours worked from the first day of classes to the last day of regularly scheduled classes.
6. Complete approved objectives and submit a typed Student Objective Report Form.
7. Plan and coordinate a visit to the job-site. This visit must include the student, supervisor, and Instructor/Coordinator. Please schedule this meeting in advance and see that all parties are available on the date and time.

Instructor – Student Relationship:

Your instructor can be your greatest resource. Your instructor is here to assist you in learning the material and helping you earn the grade you wish to earn in the course. **This is a commitment by your instructor.** Please utilize this resource by contacting your instructor with any matter you feel they can assist you with, both within this class or your college success in general. It is your responsibility to learn the material, but this can often be best accomplished by initiating contact with the instructor on topics you need clarification or further assistance. Please do this!

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903-434-8384

Evaluation and Grading Criteria:

Grades of A, B, C, D, and F will be determined by the student's achievement of a certain percentage of possible points based on the below listed categories.

<u>Assignments</u>	<u>Percentage</u>
Final Report and Completion of Internship	100%

The letter grade is based on the following Grading Scale:

89.5%-100% = A
79.5%-89.4% = B
69.5%-79.4% = C
59.5%-69.4% = D
0-59.4% = F

Withdrawal Procedures:

Withdrawal requests MUST BE initiated by the student. Requests for withdrawal become official and effective the date they are received in the records office. Students who stop coming to class (that is, stop participating on the class website) but fail to drop the course will earn an "F" for the course.

NTCC Academic Honesty Statement:

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

Academic Ethics

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with John Coleman, Academic Advisor/Coordinator of Special Populations located in the College Connection. He can be reached at 903-434-8104. For more information and to obtain a copy of the Request for Accommodations, please refer to the [NTCC website - Special Populations](#).

Family Educational Rights And Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.