



Internship - Manufacturing Technology/Technician INMT 2388

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

Office: ITTC
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Office Hours	Monday	Tuesday	Wednesday	Thursday
	12-3 PM	12-3 PM	12-3 PM	12-3 PM

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.

Optional Instructional Materials: None

Minimum Technology Requirements: Internet and basic computer skills

Required Computer Literacy Skills: Internet, Email, Basic Word documents, and Blackboard.

Communications: NTCC email is the official form of communication for the college. Use your NTCC student email when requesting appointments, or need assistance, from your instructor. Emails and phone calls will be returned in a timely manner Monday-Thursday. Friday afternoon thru Sunday calls and emails may not be returned until Monday.

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!

Kevin Frost
Kfrost@ntcc.edu
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

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

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 the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

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.