

COURSE SYLLABUS

LAST REVIEW	Fall 2022
COURSE TITLE	Internship
COURSE NUMBER	WELD 0285
DIVISION	Career and Technical Education
DEPARTMENT	WELD
CIP CODE	48.0508
CREDIT HOURS	4
CONTACT HOURS/WEEK	Class: 1 Lab: 6
PREREQUISITES	BUSN 0250

COURSE DESCRIPTION

Through an internship, at local company students, will learn what it is like to work in a manufacturing plant or welding related field. Student must be working at a welding or welding related job.

PROGRAM ALIGNMENT

This course is part of a program aligned through the Kansas Board of Regents and Technical Education Authority. For more information, please visit:

https://kansasregents.org/workforce_development/program-alignment

PROGRAM LEARNING OUTCOMES

1. The student will be able to identify high risk areas that should be avoided by operators while automated machinery is running.
2. After completing the program, students will be able to exhibit a high-level of professionalism including appropriate dress, attendance, communication skills and other soft skills necessary
3. The student will be able to demonstrate the ability to successfully complete a welding project.

TEXTBOOKS

<http://kckccbbookstore.com/>

METHOD OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE

- I. Review of obtaining employment
 - A. Writing a resume

- B. Proper dress
- C. Cover and follow up letters
- II. Getting a job
 - A. Filing out application
 - B. Interview
 - C. Discuss interview
- III. Job
 - A. Pre work discussion
 - B. Mid-course survey
 - C. Final survey

COURSE LEARNING OUTCOMES AND COMPETENCIES

Upon successful completion of this course, the student will:

- A. Demonstrate ability to utilize skills learned in the obtaining employment course.
 1. Create a resume with proper structure and syntax.
 2. Identify the level of dress required for an interview.
 3. Define types of clothing that are proper/improper for level of dress required.
 4. Create a cover letter for resume with proper structure and syntax.
 5. Create a follow up letter with proper structure and syntax.
- B. Demonstrate ability to obtain employment.
 6. Fill out an application with relevant data, proper spelling, and legible handwriting.
 7. Interview with prospective employer to obtain employment.
 8. Identify areas of interview that are good or need improvement.
- C. Demonstrate ability to understand what is expected by employer.
 9. Identify job duties.
 10. Identify employers' expectations for quality and effort.
- D. Demonstrate proper job skills needed for job acquired.
 11. Provide a mid-course survey conducted by employer.
 12. Identify areas that need to be improved.
 13. Develop a plan of action to improve these areas.
 14. Develop goals for areas needing improvement.
 15. Identify areas that student is successful in.
 16. Identify good habits that help student be successful in those areas.
 17. Provide an end of course survey conducted by employer.
 18. Identify if goals were met.
 19. Identify improvement/decline of scores from mid-course survey.
 20. Identify reasons for improvement/decline.
 21. Discuss work experiences with instructor/students at end of course.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES

Student Handbook

<https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

College Catalog

<https://www.kckcc.edu/academics/catalog/index.html>

College Policies and Statements

<https://www.kckcc.edu/about/policies-statements/index.html>

Accessibility and Accommodations

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>.