

EPCT 2288 Section XXX)

EPCT 2288-001 Internship-Environmental Engineering Technology/ Environmental Technology

Credit Hours: 2

Classroom Contact Hours per week: XXX

Instructor

Name

Austin Community College Phone: xxx-xx-xxxx

E-mail: ACC email

Office Hours: day (s) and time each week – 1 hour minimum

Office Location:

Required Text

None

Online ReadingsNone

Course Objectives

This course is designed to be capstone experience for an advanced student in the Environmental Science and Technology program. Supervisory review of a student's performance is a cooperative process between the workplace supervisor and the ACC assigned faculty. The student achieves objectives that are developed and documented by both the workplace supervisor and the ACC assigned faculty. This internship may be a paid or an unpaid experience and may be repeated as necessary and appropriate.

Distance Education

This course is an online format. Students will use the Blackboard learning management system for assignment instructions, submitting assignments, and collaboration

Course Description

An internship combines focus on practical experience in a non-academic setting (off-campus or on-campus) in an appropriate agency or organization. Supervision is provided for the student at the place of assignment by a designated on-site supervisor. This course is designed as supervised fieldwork. The goal of EPCT 2288 is to prepare you to enter the field of your choice and assist you in refining and developing your professional skills. In addition, the fieldwork experience should guide you as you choose a career field after graduation. To assure that students have the necessary academic credentials prior to starting an internship, student must have completed most of the required coursework in the environmental science and technology program.

Prerequisites

Course prerequisites include ACC requirements of reading, writing and math proficiency as demonstrated by The Texas Success Initiative, or proof of exemption or waiver.

Transferability of workforce courses varies. Students interested in transferring courses to another college should speak with their Area of Study (AoS) advisor, Department Chair, and/or Program Director.

Learning Outcomes/Objectives

Because environmental science is a broad profession, course learning outcomes will vary across different career paths in the profession. In general, students are expected to meet the requirements below.

Program Learning Outcomes

General Education - students completing this course will demonstrate competence in:

- critical thinking in the gathering, analyzing, synthesizing, evaluating and applying information
- Interacting collaboratively with co-workers and their supervisor to achieve common goals
- As appropriate, utilize quantitative and empirical reasoning through the application of mathematical, logical and scientific principles and methods
- Use appropriate technology to retrieve, manage, analyze, and present information.

Student Learning outcomes

- To link your academic training to a professional environment in which you construct a link between your academic training and practical application of that coursework.
- Prepare for a professional career and active citizenship by engaging in a project consistent with your educational and professional goals.
- Direct your personal and professional growth by integrating intellectual, professional, and personal development.
- Demonstrate an overall knowledge and application of concepts related to Environmental Sciences or Environmental & Sustainability Studies in a professional setting and/or demonstrate the ability to conduct research in a professional setting.
- Accumulate a professional experience with sufficient detail to utilize in the activities required by the senior capstone, ENV 2488.

Instructional Methods

The workplace supervisor will guide and mentor the student in coordination with the professor. Work activities will be specified by the government agency, business, or organization in an agreement developed with the college. These activities shall be in an environmental technology or environmental science related field with objectives directly related to specific occupational outcomes.

Communication

Students are required to check their ACCmail regularly during the work week.

Course Requirements

- Students shall work at least 96 hours during the semester at the agency, business or organization hosting the internship. This averages 12 hours per week for an 8 week session; 8 hours per week for a 12 week session and 6 hours per week for a 16-week session. Any difficulties in meeting this requirement must be reported to me immediately.
- Students must maintain regular email contact with the Dr. Mark Shepherd throughout the semester
- Students must complete the following assignments by the dates indicated in the course schedule:
 - o Introduction to Internship Organization Report
 - o Weekly Internship Activity Journal
 - o Midterm Update Report (including meeting with professor at worksite, if possible)
 - o End-of-Semester Briefing Paper

Course Schedule and Grading

Your final course average and grade will be calculated as follows:

EPCT 2288 COURSE SCHEDULE * AND GRADING

Assignment	Date Due
1 - Internship Organization Report (Internship Position Description) – 80 points (10%)	
2 – Short Weekly Internship Activity Journal – 80 points (10%)	
3 - End-of-Semester Briefing Presentation – 160 points (20%)	
4 – Internship Position Participation Supervisory Review – 360 points (60%)	
*Schedule changes may occur during the semester and will be announced by email.	

Instructions

Internship Organization Report (Due the First Week)

A short job description that describes the major job tasks, your supervisor, and the general organizations structure for your internship position. Students not submitting the report by the end of the first week of class will be dropped from the internship.

Weekly Activity Report

Each week an activity report is due by Friday, midnight. The activity report should be posted to Blackboard. The activity report should include weekly priorities, accomplishments, any issues that arose, days worked, and the number of hours worked. A form is already included in Blackboard for your use in filling out and completing the weekly activity report.

End of Semester Summary Presentation

Prior to the end of the internship, students are required to give a presentation summarizing their internship.

Internship Presentation Guidelines

The Internship Presentation should be a summary of your internship experience.

Please follow the Internship Report Format for your final presentation. See Blackboard for more information.

Presentation time: 20minutes

Expectations: be interactive whenever possible; use PowerPoint (or similar presentation programs if installed on or presented from a personal laptop computer, e.g. Keynote, etc.), provide handouts, etc.

Internship Presentation Format:

- Self-introduction
- Explain why you chose this agency/organization for your internship
- **Purpose of your internship:** (your goals & objectives before your left Berrien Springs, MI)
- **Introduction of the organization:** Mission statement and background of the host organization.
- **Project Presentation:** An overview of the project(s) you worked on during your internship
- **Methods, Skills, & Technology Used:** Describe the methods, skills, and any new technologies you learned about and/or used to carry out the work or project/s assigned to you.

Goals & Objective of Internship: Did you achieve the program's following objectives: (1) Application, (2) knowledge, (3) exploration, (4) identification, (5) innovation, (6) engagement, (7) evaluation, (8) demonstration and/or (9) cross-cutting issues.

- If yes, how were these objectives implemented?
 - If no, explain why not.
- **Results:** Discuss the overall results of the internship (intended & unintended consequences). For example, discussion of new insights into the field; challenges in theoretical versus practical application; observations of organizational functions; the interaction between scientists; how this internship has changed your views of the community development field as well as your chosen professional focus; etc.

Course Withdrawals: Any student who withdraws from a class has the responsibility to ensure that their name is removed from the roll. The instructor does, however, reserve the right to withdraw a student should he or she feel it is necessary. A student who decides to withdraw must verify that the withdrawal is submitted before the Final Withdrawal Date. The student is also strongly encouraged to retain their copy of the withdrawal form for their records.

Students who enroll for the third or subsequent time in a course taken since Fall, 2002, may be charged a higher tuition rate for that course. State law permits students to withdraw from no more than six courses during their entire undergraduate career at Texas public colleges or universities. With certain exceptions, all course withdrawals automatically count towards this limit. Details regarding this policy can be found in the ACC Catalog at <http://www.austincc.edu/catalog/>.

Incompletes: An instructor may award a grade of "I" (Incomplete) if a student is unable to take the final examination or complete an end-of-the-semester assignment because of extenuating circumstances, such as death of a loved one or illness. The students must be passing the course with a grade of "C" (70%) or better prior to requesting an incomplete, and must request an incomplete in writing with documentation of the circumstances justifying it. The student must complete the examination or assignment by a date set by the instructor. This date shall not be later than the course withdrawal deadline in the subsequent semester.

ACC POLICIES AND SERVICES

Attendance/Class Participation: Regular participation in course assignments is expected of all students. If course completion of exams is unsatisfactory, the instructor may withdraw students from the class.

Incompletes: An instructor may award a grade of "I" (Incomplete) if a student was unable to complete all of the objectives for the passing grade in a course. An incomplete grade cannot be carried beyond the established date in the following semester. The completion date is determined by the instructor but may not be later than the final deadline for withdrawal in the subsequent semester.

Scholastic Dishonesty: A student attending ACC assumes responsibility for conduct compatible with the mission of the college as an educational institution. Students have the responsibility to submit coursework that is the result of their own thought, research, or self-expression. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, and falsifying documents. Penalties for scholastic dishonesty will depend upon the nature of the violation and may range from lowering a grade on one assignment to an "F" in the course and/or expulsion from the college. See the Student Standards of Conduct and Disciplinary Process & other policies at <http://austincc.edu/current-students>.

Student Rights and Responsibilities: Students at the college have the rights accorded by the U.S. Constitution to freedom of speech, peaceful assembly, petition, and association. These rights carry the responsibility to accord the same rights to others and not to interfere with or disrupt the educational process. Opportunity for students to examine and question pertinent data and assumptions of a given discipline, guided by the evidence of scholarly research, is appropriate in a learning environment. This concept is accompanied by an equally demanding concept of

responsibility on the part of the student. As willing partners in learning, students must comply with college rules and procedures.

Students with Disabilities: Each ACC campus has support services for students with documented disabilities. Students who need classroom, academic or other accommodations must request them through the Student Accessibility Services (SAS) office. Requests should be made during course registration or at least 3 weeks before the semester to avoid delaying accommodations. Students with SAS approval for accommodations must provide their professor with a 'Notice of Approved Accommodations' before the professor can make the accommodations. Students should give their Notice to the professor at the beginning of the semester because a reasonable amount of time may be needed to prepare and arrange for accommodations. For additional information see <http://austincc.edu/sas>.

Safety: ACC is committed to providing a safe and healthy environment for study and work. Students are expected to learn and comply with environmental, health and safety procedures and agree to follow ACC safety policies. Additional information is at <http://austincc.edu/ehs>. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the Emergency Procedures poster and Campus Safety Plan map in each classroom. Information about emergency procedures and how to sign up for ACC Emergency Alerts to be notified in the event of a serious emergency can be found at: <http://austincc.edu/emergency/>. You are expected to conduct yourself professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be dismissed from an activity, may be withdrawn from the class, and/or barred from attending future activities.

Concealed Handguns: The ACC concealed handgun policy ensures compliance with Section 411.2031 of the Texas Government Code (also known as the Campus Carry Law), while maintaining ACC's commitment to provide a safe environment for its students, faculty, staff, and visitors. Beginning August 1, 2017, individuals who are licensed to carry (LTC) may do so on campus premises except in locations and at activities prohibited by state or federal law, or the college's concealed handgun policy. It is the responsibility of license holders to conceal their handguns at all times. In addition, concealed weapons are not allowed on ACC-sponsored field trips where the school owns or has chartered or leased vehicles for transportation. Persons who see a handgun on campus are asked to contact the ACC Police Department by dialing 222 from a campus phone or 512-223-7999. Refer to the concealed handgun policy online at <http://austincc.edu/campuscarry>.

Use of ACC email: All College e-mail communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify you of any college related emergencies using this account. Students should only expect to receive email communication from their professor using this account. Likewise, students should use their ACCmail account when communicating with professors and staff. Instructions for activating an ACCmail account can be found at <http://austincc.edu/accmail/>.

Testing Center Policy: Under certain circumstances, a professor may have students take an examination in an Academic Testing Center. Students using a Center must govern themselves according to the *Student Guide for Use of ACC Testing Centers* and should read the entire guide before going to take the exam. To take an exam, one must have: an ACC Photo ID, the Course Abbreviation & Number, the Course Synonym, the Course Section, and the Professor's Name. Bringing a cell phone in a testing room, regardless of whether it is on or off, will revoke testing privileges for the remainder of the semester. ACC Testing Center policies are at <http://austincc.edu/testctr/>.

Student and Instructional Services: ACC strives to provide students with exemplary support and a variety of opportunities and services; these are listed at <http://austincc.edu/current/>. ACC Learning Labs provide free tutoring for many courses, help with setting up your ACCID and ACCmail, and assistance with ACC Blackboard. Tutor availability and schedules vary with campus and are at: <http://austincc.edu/tutor>.

Student Support Services: Free and confidential resources to support you are available at every campus. Here are just a few of them:

- Food pantries – at Student Life offices (<https://sites.austincc.edu/sl/programs/foodpantry/>)
- Assistance paying for childcare or utility bills – at the Support Center (<http://austincc.edu/students/support-center>)
- Help with budgeting for college and family life – at the Student Money Management Office (<http://sites.austincc.edu/money/>)
- Help with sudden, unexpected expenses which could cause you to withdraw from a course – apply to the Student Emergency Fund (<http://www.austincc.edu/SEF>)
- Help with a personal or mental health concern – see a Counselor at any campus (<http://austincc.edu/students/counseling>)