

Northern Marianas College
CURRICULUM ACTION REQUEST

Effective Semester / Session: Fall 2010

Type of Action:


- New
- Modification
- Cancellation
- Move to Inactive (Stop Out)

Course Title: Practicum Internship Training I

Course Alpha and Number: TS 288

Reason for initiating, revising, or canceling:

To update the course to reflect changes in course name, course description, English placement level, course content, student learning outcomes, and assessment measures.


Lawrence Lee
Proposer

August 26, 2010
Date


Dr. John Griffin
Department Chair

August 26, 2010
Date


Barbara Merfalen
Dean of Academic Programs and Services

8.26.10
Date

Northern Marianas College Course Guide

Course: TS 288 Practicum Internship Training I

1. Department
Business

2. Purpose

This internship course is specifically designed for business and hospitality management students as an important step in the process of completing their academic degree program. The course provides students with an intensive on-the-job training experience that is related to the student's career and educational goals. This work experience course will enhance the student's career self-awareness and current employment skills; it will integrate classroom-learned knowledge and skills with a focused hands-on internship program. Students will develop and master the necessary workplace skills and techniques for succeeding in multicultural business environments. This course is offered only in the Spring Semester.

3. Description

A. Required/Recommended Textbook(s) and Related Materials

None.

B. Contact Hours

1. **Lecture:** 45 hours, or a minimum of 150 hours of actual work experience

2. **Lab:**

3. **Other:**

C. Credits

1. **Number:** 3

2. **Type:** Regular degree credits

D. Catalogue Course Description

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English Placement Level: EN 101. Math placement level: MA132

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Degree or Certificate Requirements Met by Course

This course is required for the A.A.S. in Hospitality Management degree program, and may serve as a substitute course for CE 250 Introduction to Cooperative Education in the A.A.S. in Business Administration degree program.

E. Course Activities and Design

The course will integrate classroom-learned knowledge and skills with a focused on-the-job training experience for a minimum of 150 hours.

4. Course Prerequisite(s); Concurrent Course Enrollment; Required English/Mathematics Placement Level(s)

Prerequisites: None

English Placement Level: EN 101

Math placement level: MA132

5. Estimated Cost of Course; Instructional Resources Needed

Cost to the Student: Tuition for a 3-credit course, instructional materials fee, and transportation costs to/from work.

Cost to the College: Instructor's salary

Instructional resources needed for this course include instructor's laptop, appropriate reference materials, and photocopying.

6. Method of Evaluation

Student grades will be based on the regular letter grade system as described below:

- A: Excellent – grade points: 4.0;
- B: Above average – grade points: 3.0;
- C: Average – grade points: 2.0;
- D: Below average – grade points: 1.0;
- F: Failure – grade points: 0.0.

NMC's grading and attendance policies will be followed.

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7. Course Outline

This is a topical outline and does not necessarily indicate the sequence in which the material will be presented.

- 1.0 Examine career goals and determine internship site preferences
- 2.0 Meet with prospective employer and establish training objectives, job description, and work schedule
- 3.0 Instructor, intern, and employer sign Internship Agreement
- 4.0 Student participates in internship training program
- 5.0 Intern submits biweekly reports and final internship report to instructor
- 6.0 Intern submits signed employer evaluation

8. Instructional Goals

This course will introduce students to:

- 1.0 Examination of student's career goals and selecting internship site preferences;
- 2.0 Meeting with a prospective employer and establishing training objectives, a job description, and work schedule;
- 3.0 The formal Internship Agreement;
- 4.0 An internship training program
- 5.0 Submitting biweekly reports and the final internship report to instructor;
- 6.0 Submitting the signed employer evaluation;

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9. Student Learning Outcomes

Upon successful completion of this course, students will be able to:

- 1.0 Conduct a comprehensive self assessment to identify their own marketable skills, values and interests;
- 2.0 Describe a private business or public agency operation;
- 3.0 Successfully perform the required duties and responsibilities of an actual employee in a private business or public agency, and complete a minimum of 150 hours of internship training;
- 4.0 Apply the general education and business knowledge and skills learned in college classes to an actual on-the-job experience;
- 5.0 Demonstrate a responsible work ethic and proper business etiquette;
- 6.0 Develop and master the necessary skills and techniques for succeeding in a multicultural private business or public agency environment;
- 7.0 Demonstrate effective communication and interpersonal skills that enhance team productivity.

10. Assessment Measures

Assessment of student learning may include, but not be limited to, the following:

- 1.0 Attendance;
- 2.0 Biweekly reports;
- 3.0 Final internship report;
- 4.0 Employer evaluation;