ITRN 54: INTERNSHIP

Foothill College Course Outline of Record

Heading	Value
Effective Term:	Summer 2025
Units:	5
Hours:	15 laboratory per week (180 total per quarter)
Degree & Credit Status:	Degree-Applicable Credit Course
Foothill GE:	Non-GE
Transferable:	CSU
Grade Type:	Letter Grade (Request for Pass/No Pass)
Repeatability:	Not Repeatable

Student Learning Outcomes Description

The internship is a structured worked experience with an organization or company external to the classroom. This activity primarily involves the student and faculty working with a third party. The primary management of the student's activities and the majority of the evaluation score is done by the third party offsite supervisor. The internship will address professional workplace skills in addition to targeted technical skills as appropriate. Faculty works with the offsite supervisor to create an internship that is targeted at the student's skill level. The student will meet with their faculty supervisor 2-3 times per quarter to discuss 21st century skills, issues of discipline, professionalism, application of technical skills, and professional code of ethics. The student is required to contract with faculty to determine the type and scope of the assignment.

Course Objectives

The student will be able to:

1. Gain an in-depth knowledge by observing professionals at the worksite.
2. Develop, create, and implement learning objective(s) that build workplace readiness and competencies.
3. Demonstrate job readiness skills, including workplace behaviors and professional demeanor.
4. Enhance and strengthen employee/supervisor and co-worker communication and working relationship through on-going feedback loop for evaluation.
5. Demonstrate critical thinking skills in the workplace through conflict resolution, troubleshooting, and team building activities.
6. Implement the relationship between classroom theory and practical application through concrete and measurable learning objectives.

Course Content

1. Develop, create, and implement Learning Objective(s) that are in alignment with workplace expectations.
2. Utilize problem solving skills relating to workplace assignment through verbal communication, listening skills, technical troubleshooting, process analysis, and business writing skills.

Lab Content

Activities are designed to enhance the student's understanding of workplace dynamics and will involve the development of workplace readiness, interpersonal, and technology skills. These activities will require students to think critically, problem solve, and develop human relations skills pertinent to the world of work.

Special Facilities and/or Equipment

When taught as an online/hybrid distance learning section, students and faculty need ongoing and continuous internet and email access.

Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following:

Faculty evaluation based on worksite supervisor feedback and interview with student
One-page summary and self-evaluation of the internship
Revised or updated copy of the student's resume with the addition of the completed work-internship experience

Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

Under the supervision of the Internship Office, the appropriate discipline faculty (if applicable), and the onsite work supervisor, students will accomplish the identified objectives in the workplace, which serves as the laboratory

Representative Text(s) and Other Materials

No text is required.

Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

Reading and writing assignments may include but are not limited to appropriate worksite documentation, such as worksite safety manuals, equipment instructions, work related forms, and reports.

Discipline(s)

The minimum qualifications for an instructor, coordinator of general, occupational work experience education, as defined in Section 55252, shall be the minimum qualifications in any discipline in which work experience may be provided at the college where the instructor, coordinator is employed.