



SYLLABUS – ALL INTERNSHIP 99i/99 COURSES | Spring 2021

WELCOME to your Occupational Work Experience &/or Internship!

Everyone who enrolls in this course has the goal of completing their work/internship successfully. It is an opportunity to work in your field of study, and gain experience before you graduate. But there are many other ways that success happens. Success happens when we are the first in our families to go to college because we represent not just ourselves, but also our families. Success happens when we create new identities for ourselves – identities that are in contrast to the words and action of others who may have told us we do not belong in college, that we are at-risk, or that we are not capable of reaching our ambitious goals. Success happens every time we take one small step forward. Move forward with intention, knowing you are successful, and through support of your assigned instructor, you will succeed.



DESCRIPTION

All 99i/99 courses are designed as supervised internship opportunities for students to extend environment, as it relates directly to their educational goal/college major. This includes AGRI 99; AJ 99; AUTO 99; BOT 99i, 99.2i, 99.3i; COUN 99i, CS 99i; CUL 99i; DIET 99i; FIRE 99i; HR 99i; NRM 99i; PLS 99i; and WEOC 99i/99.

RECOMMENDED PREPARATION: Eligibility for ENGL 100 or ESL 100

Some specialized 99i courses (COUN, BOT, CUL, FIRE, HR, PLS) require additional prerequisites.

See [Schedule of Classes](#) for details.

LIMITS ON ENROLLMENT: Students must have a paid position in a licensed business or complete a Fair Labor Standards Act (FLSA) form. If you are working in a non-profit organization you are eligible to work in a volunteer internship without completing the FLSA form. Units earned are based on hours worked during the semester – see hours chart.

TRANSFERABILITY: California State Universities (CSU) – elective units

REPEATABILITY: 16.00 units - lifetime total (in any combination of Work Experience 97/99/99i courses)

STUDENT LEARNING OUTCOMES:

By the end of this Course you will be able to:

- 1. Demonstrate application of discipline specific skills and knowledge at the job site.
2. Write a resume targeted to a discipline specific career including the new skills acquired in the internship.
3. Demonstrate improvement of discipline specific job skills at the job site.

INSTRUCTOR

In this course you will be assigned an Instructor for the semester who will act as a coach or guide while you are in your work experience/internship. Your Instructor wants you to be successful in this course. If there is any information you think they should know, please contact them and share this information. Your Instructor will contact you through Canvas within the first few weeks of school and will meet with you twice during the semester. The first meeting will be with you and your Instructor. At that meeting, your Instructor will review your objectives and the course requirements. The second/final meeting will be at your job site with you, your supervisor and your Instructor. Lauralyn Larsen is your instructor of record, and most of you will have a different assigned instructor.

**PLACE YOUR ASSIGNED INSTRUCTOR CONTACT INFORMATION HERE:**

NAME	EMAIL	PHONE or TEXT

**COMMUNICATION WITH INSTRUCTOR:**

Your **assigned course instructor** will check email weekly. Instructors will communicate with you via Canvas, email, telephone, or text to establish site visits and communicate important information. It is your responsibility to regularly check Canvas, your email, phone, and text messages in order to communicate effectively with your Instructor. Failure to respond to your Instructor’s initial messages to set up the first meeting may result in you being dropped from the course.

You will also receive periodic announcements from Lauralyn Larsen, Instructor of Record, in the Work Experience Department.

**WORK EXPERIENCE DEPARTMENT CONTACT INFORMATION**

Santa Rosa Campus | Bertolini Student Center, 3rd Floor, Room 4842 (closed for fall semester)

Phone hours: Monday – Thursday 8:00 am – 5:00 pm, Friday - Office closed during summer

**WEB** [careerhub.santarosa.edu](http://careerhub.santarosa.edu) **EMAIL** [careerhub@santarosa.edu](mailto:careerhub@santarosa.edu) **PHONE** (707) 527-4329

**COURSE RESOURCES**

Course resources are located in [Canvas](#). Please access it through your [Student Portal](#).

**COURSE REQUIREMENTS**

To assess, measure, and evaluate your performance in this Course, we have developed several course requirements. Each one is designed for you to learn, practice, and demonstrate your improvement in the workplace using a variety of employability and soft skills.

**CHECKLIST AND GRADING FOR STUDENTS**

POSSIBLE POINTS	DESCRIPTION OF ACTIVITY	CANVAS MODULE	DUE DATE
5	<b>Completed Orientation (5 points)</b>	1	2/3/21
15	<b>Completed Got Skills Assessment and Intern Learning Goals Worksheet</b> <ul style="list-style-type: none"> <li>Submit Got Skills Assessment due 2/3/20</li> <li>Submit Intern Learning Goals Worksheet</li> </ul>	1	2/3/21 2/10/21
8	<b>Instructor Evaluation</b> <ul style="list-style-type: none"> <li>Responded to emails/calls/texts</li> <li>Handled scheduling of meetings in a timely manner</li> <li>Informed Instructor of changes in job/supervisor</li> <li>Notified Instructor if any problems arise/questions</li> </ul>	1-3	Throughout semester
	<b>Preparation for First and Second Job Meetings with Instructor</b> (Prepared and on time for meetings)	2	Prior to First and Second Meetings
20	<b>Completion of Two Career Readiness Activities <u>OR</u> Project</b> <ul style="list-style-type: none"> <li>1st Activity (10 points)</li> <li>2nd Activity (10 points)</li> </ul> <b>OR Project</b> = 20 points (submit proposal form to your Instructor [5pts])	2	1 <sup>st</sup> 2/17/21 2 <sup>nd</sup> 3/10/21

10	<b>Completion of Skills Survey</b> <ul style="list-style-type: none"> <li>• Skill survey will be emailed to student and supervisor(s)</li> <li>• Complete Survey within 5 days</li> <li>• After survey is completed by student and supervisor(s), the report will be emailed to the student only</li> </ul>	2	Complete survey by 4/7/21
42	<b>Student Report, Resume, and Course Evaluation</b> <ul style="list-style-type: none"> <li>• Content addressed</li> <li>• Creativity (describe work/future goals)</li> <li>• Presentation/Organization</li> <li>• Grammar/Spelling</li> <li>• Resume <b>must</b> have current Internship listed!</li> </ul>	3	5/5/21 Happy Cinco de Mayo!
80	<b>Evaluation of Learning Goals</b> by Supervisor and Student	3	At second meeting at job site
	<b>Submitted Hours Worked</b> at Second Meeting (include an estimate of hours still needed to be completed for remainder of the semester)	3	At second meeting at job site
<b>TOTAL 180</b>			<b>Semester Ends</b>

## GRADING SCALE

162 - 180	= A
144 - 161	= B
126 - 143	= C
108 - 125	= D
Below 108	= F

## COURSE POLICIES

### 1. COURSE ENROLLMENT POLICY:

- Students must be employed by a licensed business in a paid Internship to earn Work Experience units, unless the agency is a non-profit organization. If you are in an unpaid internship at a private, for-profit business, your employer must fill out and sign a Fair Labors Standards Act (FLSA) form, found in student resources in your CANVAS course. If you are in an unpaid internship at a non-profit, no FLSA form is necessary .
  - **Students who change jobs or are no longer employed during the semester must inform their Instructor immediately. You will have two weeks to secure another job.**
- Internship (99i) students can take from 1.00-8.00 units per semester.
  - Students may increase or decrease units based on hours worked per week during the semester of enrollment. Please contact the Work Experience Office (707) 527-4329 for more information.
- Students may take a cumulative maximum of 16.00 units in a lifetime of any combination of General, Occupational, or Intern units.

To determine the number of units you will receive, please use this chart:

Unit(s)	Total Minimum PAID Hours Worked	Unit(s)	Total Minimum Volunteer Hours Worked
1.00	75	1.00	60
2.00	150	2.00	120
3.00	225	3.00	180
4.00	300	4.00	240
5.00	375	5.00	300

6.00	450	6.00	360
7.00	525	7.00	420
8.00	600	8.00	480

- If hours worked do not meet enrolled unit requirements, an automatic unit decrease at the end of the semester will be made. Example: Enrolled in 4.00 units (300 hours required); worked 250 hours; student receives 3.00 units of credit.

## 2. ATTENDANCE AND COURSE MEETING POLICIES:

This is an online course, not a traditional course with regular weekly meetings. Instead, this course is focused on allowing student to develop skills through learning on the job. This means that completion of all course requirements is self-directed with support from your Instructor. In this course, you are responsible for your own learning process. During the semester, you will have no more than two virtual meetings with your Instructor. You or your Instructor may also request additional meetings to discuss assignments or activities related to the course work. In addition to the meetings, you are required to complete 2 seminars and/or activities from the list of seminars/online activities or a Project that is preapproved by your assigned Instructor and Work Supervisor (See Module 2).

### Important Information about the two meetings with your instructor:

- **Communicating with your Instructor to establish the first meeting is essential! If you fail to respond to email/other forms of communication, it may result in being dropped from the course.**
- **Failure to set up or attend a second meeting at your job site will likely result in an “F” in the course.**

## LATE ASSIGNMENT POLICY

All assignments are due at midnight PST on the due date. In the event of a missed assignment (and you did not add class late), you will have one week to turn in the assignment for partial half credit. After the one week period, the assignment will no longer be accepted.

## ACCOMMODATIONS

Access and Accommodations: It is the mission of the Santa Rosa Junior College to support inclusive learning environments. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or to accurate assessment of achievement—such as time-limited exams, inaccessible web content, or the use of non-captioned videos—please notify the instructor as soon as possible. Students are also welcome to contact the [Disability Resources Department](#) (DRD). DRD is a resource for students that provides authorization for academic accommodations, training and access to assistive technology, and collaborates on strategies for academic success. **Website:** [drd.santarosa.edu](http://drd.santarosa.edu) **EMAIL** [disabilityinfo@santarosa.edu](mailto:disabilityinfo@santarosa.edu)

## STANDARDS OF CONDUCT

We believe every student wants to succeed and success is also knowing what expectations are for a college classroom. We make the assumption everyone will conduct ourselves in a manner which reflects our awareness of common standards of decency, respect and the rights of others. All students are expected to know the **Student Conduct Policy** and adhere to it in this class. Students who violate the code may be referred to the Conduct Dean for discipline.

### *RESPECT:*

The best way to learn is through active participation; therefore, we respect others when talking, by being on-time, listening actively, and being polite even when we disagree with another’s viewpoint. Employers and coworkers also expect this in the workplace.

### **ACADEMIC INTEGRITY:**

All written work is to be original; plagiarism of any kind will result in a failing grade on that assignment. Students who plagiarize or cheat may be suspended – for one or two class meetings by the instructor – and referred to the Conduct Dean for discipline sanction, in cases of egregious violation. Please see [Policy 3.1 Academic Integrity](#)

Collaborating on or copying of an assignment in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that assignment. We encourage students to share information and ideas, but not their work. See these links on Plagiarism: [SRJC Writing Center Lessons on Avoiding Plagiarism](#); [SRJC's Statement on Academic Integrity](#).

Students who register in SRJC classes are expected to abide by the SRJC Student Conduct Standards. Violation of the Standards is basis for referral to the Vice President of Student Services or dismissal from class or from the College. See the [Student Code of Conduct page](#).

## **SEXUAL MISCONDUCT**

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### **Title IX: Confidentiality and Responsible Employee Statement**

Santa Rosa Junior College faculty are committed to helping create a safe and open learning environment for all students. If you (or someone you know) have experienced any form of sexual misconduct, including sexual harassment, sexual assault, dating or domestic violence, or stalking, know that help and support are available. The College strongly encourages all members of the community to take action, seek support and report incidents of sexual misconduct to the Title IX Office. Please be aware that under Title IX of the Education Amendments of 1972, I am required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Student Psychological Services (Santa Rosa Campus 707-524-1595/ Petaluma Campus 707-778-3919). For more information about reporting options and resources at Santa Rosa Junior College and the community, please visit [Title 9 Website](#).

## **IMPORTANT DATES**

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<b>Day Class Begins:</b>	1/20/21
<b>Last Day to Drop with Refund:</b>	1/31/21
<b>Last Day to Add Courses with Instructor's Approval:</b>	2/17/21
<b>Last Day to Increase Work Experience units:</b>	4/25/21
<b>Last Day to Drop with a 'W' symbol:</b>	4/25/21

## **NON-DISCRIMINATION POLICY**

The Sonoma County Junior College District does not discriminate on the basis of race, religious creed, color, national origin, ancestry, ethnic group identification, physical disability, mental disability, medical condition, genetic condition, marital status, sex, gender, gender identity, gender expression, genetic information or sexual orientation in any of its policies, procedures or practices; nor does the District discriminate against any employees or applicants for employment on the basis of their age. This nondiscrimination policy covers admission, access and treatment in District programs and activities--including but not limited to academic admissions, financial aid, educational services and athletics and application for District employment. The Sonoma County Junior College District is an equal opportunity employer.