I. INTRODUCTION

1. A work-based learning experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes.

2. Internship – Printing Operations (GRPH 2488) is an optional course for the completion of Level I and II Certificates of Completion or the Associates in Applied Science Degree in Graphics and Printing.

3. This course is occupationally related and serves as a preparation for careers in the Graphics & Printing field.

4. Prerequisites: This course has a prerequisite of all GRPH & ARTC courses applicable to the program the student is enrolled in or consent of the Department Chair.

5. The course is 304 clock hours in length (16 weeks, 19 hours per week). It consists of two major activities, the Instructors seminar and the actual internship (laboratory). The Instructor seminar is a scheduled class meeting period wherein the student meets with the Instructor for one hour per week. The internship (laboratory) is supervised by the Lab Tech. The Instructor will work closely with the student and Lab Tech to resolve any problems that may arise.

6. Alphanumeric coding used throughout the syllabus and training plan denotes the integration of SCANS Occupational competencies (C-1, etc.) and Foundation skills (F-1, etc.).
II. LEARNING OUTCOMES

Upon successful completion of this course, Internship – Printing Operations, the student will:

A. Apply the theory, concepts, and skills involving the tools, materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, and legal systems associated with the particular occupation and the business/industry. (C1 thru C20, F1 thru F17)

B. Demonstrate ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry. (C1 thru C20, F1 thru F17)

III. INSTRUCTIONAL MATERIALS

A. The instructional materials identified for this course are viewable through www.ctcd.edu/books

B. Supplemental Reading: As assigned by your Instructor.

C. Audio-Visual Aids: Currently none recommended. May be selected by the Instructor or Lab Assistant.

D. Other instructional material: as selected by the Instructor.

IV. COURSE REQUIREMENTS

A. The grade you receive will be the result of your efforts in the Intern program.

B. This course is designed to require a steady, continuous effort from the student. Class participation, initiative, attendance, and work efforts will be considered in grade computation.

C. Reading of all study assignments is required. Students are required to complete these assignments by the time specified on the schedule.

D. The study of a subject is not limited to the classroom, laboratory, or limits of the syllabus. Each student should seek out and study all available material available on the subject being taught. This might include use of the Internet or the library.

E. Students are required to attend class and seminar sessions regularly. Those who fail to do so may be dropped from the course with a grade of “F”.

F. Students are required to take all written examinations. See paragraph V. (Examinations) for additional information.
V. EXAMINATIONS

A. Additional examinations may be given if the instructor determines it is necessary for proper evaluation of the students in the class.

B. No formal review will be given, but the instructor will indicate before the exam the subject material to be covered, what type of test, and number of questions.

C. Occasionally, a student will find it unavoidable to be absent from an exam. Only students with excused absences will be permitted to take make-up exams. The policy of the college is clearly stated in the catalog. A doctor’s excuse is required in case of illness.

D. Students without an excused absence will be given a zero for that examination.

E. Students can only take written exams once.

VI. SEMESTER GRADE COMPUTATION

A. Points/Score Equivalents:

<table>
<thead>
<tr>
<th>POINTS</th>
<th>GRADE</th>
<th>POINTS PER SEMESTER HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>0-59</td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>W</td>
<td>0</td>
</tr>
<tr>
<td>Incomplete</td>
<td>IP</td>
<td>0</td>
</tr>
<tr>
<td>Admin Withdrawal</td>
<td>XN</td>
<td>N/A</td>
</tr>
</tbody>
</table>

B. There are no written examinations. All grades are based on student’s hands on work.
C. Grade Computation (Example):

Written Test Average (Total 100 points)  
80 x 30% = 24 points

Daily Log (Total 100 points)  
90 x 20% = 18 points

Student Evaluation (Total 100 points)  
90 x 50% = 45 points

TOTAL = 87 points = B

1. The written test average is computed by totaling the eight test scores and dividing by eight.

2. The student will lose 6.25 points for each weekly log not completed and turned in on the seminar due date.

3. The student evaluation is a subjective grade made by the Faculty Coordinator based on the evaluation form that was completed by the site supervisor. The Faculty Coordinator’s decision is final.

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE COURSE INSTRUCTOR

A. Course Withdrawal: It is the student’s responsibility to officially withdraw from a course if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The withdrawal form must be signed by the student.

CTC Form 59 will be accepted at any time prior to Friday of the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is:

- 10-week session: Friday of the 8th week
- 8-week session: Friday of the 6th week
- 5-week session: Friday of the 4th week

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

A student who officially withdraws will be awarded the grade of “W” provided the student’s attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the College before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of “F” or “FN” for nonattendance.
B. **Administrative Withdrawal**: An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.

C. **Incomplete Grade**: The College catalog states, “An incomplete grade may be given in those cases where the student has completed the majority of the coursework but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course.” Prior approval from the instructor is required before the grade of “I” for Incomplete is recorded. A student who merely fails to show for the final examination will receive a zero for the final and an “F” for the course.

D. **Cellular Phones and Beepers**: Cellular phones and beepers will be turned off while the student is with the Instructor or Lab Tech.

E. **American’s With Disabilities Act (ADA)**: Disability Support Services provides services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support) for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

F. **Instructor Discretion**: The instructor reserves the right of final decision in course requirements.

G. **Civility**: Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

H. Absence from the class may be unavoidable in some situations a student may find their self in. These are illness, military/civilian job requirements, or a death in the immediate family. Documentation is required in the case of excused absences for job requirements; excuses will be on company letterhead stationary signed by the immediate supervisor stating the reason for the absence in for civilian jobs. Excuses for military personnel must be signed by the 1st Sergeant or the Company Commander. In cases of illness, one day absences may be excused on a statement from the individual stating the reason. For more than one day of illness, the individual must have a statement from the doctor treating the illness.

**VIII. COURSE OUTLINE**

There is no course outline for this course. The Training Plan will be used for this course.
GRPH 2488 INTERNSHIP – PRINTING OPERATIONS

TRAINING PLAN

I. Learning Outcomes

A. The primary objective of the Internship – Printing Operations Program is to combine knowledge gained in the classroom and laboratory with actual on-the-job supervised training in Graphics and Printing in a Print Shop. Upon satisfactory completion of this course, the student will:

B. Apply the theory, concepts, and skills involving the tools, materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, and legal systems associated with the particular occupation and the business/industry. (C6, 9, 17, 18, 19, 20) (F6)

C. Demonstrate ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry. (C6, 9, 17, 18, 19, 20) (F6)

II. Instructional Materials (The student should refer to the syllabus)

III. Course Requirements (See syllabus also)

A. Registration for the Graphics Internship is the same as for regular Central Texas College AAS Degree programs or Skills Center self-paced programs.

B. Transportation to and from the worksite is the student's responsibility.

C. Normally tools and equipment will be furnished by the participating worksite. However, some worksites may require the student to furnish some items. Students will be required to furnish those items required by the worksite. These requirements will be resolved prior to the student starting the class and the student will be furnished a listing of those items that he/she must furnish.

D. Attendance:

1. The student will set a worksite time schedule and a seminar time schedule during the enrollment process. An attendance roster will be maintained by the Instructor.
2. Standard CTC attendance policies will be followed in the Internship program. Students who fail to meet attendance requirements will be dropped from the course with an "F" or "FN" non-attendance. This applies to the worksite and the scheduled seminar.

3. **Special Note to VA and Financial Aid (FA) students:** VA and FA agencies require documentation of each hourly absence. It is important that you (the student) understand your responsibilities for regular class attendance. Your Faculty Coordinator and Worksite Supervisor are required by law to record each absence on a timely basis and drop you from the class if you exceed the authorized absence time limits (even by a few minutes). Students who are absent in excess of 15 minutes will be counted absent for a full hour. Students who exceed authorized absences will be dropped from the course with a grade of “F” or “FN”.

E. **Textbook Assignment:** Because of the structure of the internship and the time available for classroom work, the student is required to read and study all assigned reading material on his/her own time. There is a textbook that the student will be required to read and be prepared to take written tests on. The Faculty Coordinator will discuss the textbook assignment with you during the first scheduled seminar. The test schedule is located on the seminar schedule. The Worksite Supervisor may assign additional reading assignments.

This material is designed to augment the student's progress in his/her training program and extensive classroom discussion on topics outlined in the textbook should not be expected. **It should be noted; however, that written exams over this material will be part of your final grade.**

**Written exams can only be taken one time. The grade made will be the grade received.**

F. **Student Evaluation Form:** This form will be used at the worksite by the Instructor to record your accomplishments. It is expected that the student will accomplish the tasks on this listing. In some cases all tasks may not be completed due to unforeseen circumstances. This listing may be modified by the Instructor. This listing will be discussed in detail during the first seminar and during other seminars as required. Grades/ratings for completed tasks will be recorded on the listing by the Lab Tech using the grading scale for each area of the evaluation form. Tasks not completed because they could not be accomplished at the worksite will not be counted against the student. The student must turn the completed evaluation form into the faculty coordinator the last day of class. Failure to do so will result in a “0” for that portion of the grade.

G. **Weekly Training Log:** Each student will maintain a weekly log of his/her weekly activities. The student will record his/her activities on the log. It must be neat and legible. The log will reflect the task/s completed, lessons learned, any
problems that were encountered, suggestions for improvement and the student’s personal evaluation of that week’s training. The student must bring the daily log with them to each seminar session for review by the Instructor. Failure to bring the completed log to the seminar will result in a “0” for that session. The weekly log will be part of the student’s final grade.

IV. Course Evaluation and Grading

A. The weekly log will count 10% of the students overall final grade.

B. The student evaluation completed by the site supervisor will count 90% of the students overall final grade.

Refer to the syllabus for grade computation.