



COMMON COURSE OUTLINE: Course discipline/number/title: OSP 1055: Internship

A. CATALOG DESCRIPTION

1. **Credits: 7 (2 credits lecture/5 credits Internship)**
2. **Hours/Week: 2 hours lecture/10 hours internship**
3. **Prerequisites (Course discipline/number):** Acceptance into the Occupational Skills Program
4. **Co-requisites (Course discipline/number):** Successful completion of OSP courses Introduction to the Occupational Skills Program, Daily Living Skills, Community and Leisure, Work Readiness Assessment, Applied Communication Skills, Supervised Occupational Training. Enrollment in spring Occupational Skills Program courses.
5. **MnTC Goals (if any):** NA

The lecture portion of this course will focus on writing and tracking short and long term goals. Students will self-assess their occupational goals and adjust their goals, as needed. Students will have the opportunity to review work strengths and needs and an individual plan will be put into place for each student for continued improvement. They will also have the opportunity to meet with their support team and instructor to discuss work options once the Occupational Skills Program has been completed. Students will have the opportunity to apply knowledge and skills learned in the classroom and/or supervised occupational training sites during the previous semester. Experiences will be provided through internship that increase opportunities to practice occupational skills in their chosen area. Successful students will complete 160 hours of internship training at a specific job site.

DATE LAST REVISED (Month, year): May, 2009

B. OUTLINE OF MAJOR CONTENT AREAS:

Write and track short and long term goals
Assess goals and modify, as needed
Expand upon or create a new individualized training plan (initially developed in Supervised Occupational Training
Work at a job site

C. LEARNING OUTCOMES (GENERAL): Upon successful completion of this course, the student will be able to:

1. Demonstrate competency in the ability to obtain and maintain competitive entry level employment.
2. Integrate skills learned in the classroom and apply these skills at the internship site.
3. Integrate skills learned at the supervised occupational training sites and apply/expand these skills at the internship site.
4. Write and track short term and long term goals.
5. Self-assess their goals and make adjustments, as needed.
6. Write an individual work plan assessing their strengths and needs.
7. Self-assess the individual work plan and make changes for continuous improvement.
8. Meet with support team and instructor to discuss future work options.
9. Dress appropriately for the job site (wearing uniform, if applicable).
10. Maintain positive personal hygiene.
11. Use appropriate oral language.
12. Use appropriate body language.
13. Establish boundaries with customers (if applicable).
14. Establish boundaries with co-workers and supervisors.
15. Use appropriate judgment for the job situation.
16. Apply time management skills so that they are dependable, remain busy and stay within break time limits.
17. Follow rules, regulations, policies and safety procedures.
18. Complete assigned tasks within the appropriate time frame.
19. Seek new learning experiences and strive for continuous improvement.
20. Seek and ask for guidance when necessary.
21. Interact appropriately with customers, co-workers and supervisors.
22. Maintain positive relationships with customers, co-workers and supervisors.



D. LEARNING OUTCOMES (MNTC): NA

E. METHODS FOR EVALUATION OF STUDENT LEARNING:

1. Weekly reports from site supervisor
2. Mid-term Evaluation/Final Evaluation from site supervisor
3. Mid-term Evaluation/Final Evaluation from OSP instructor
4. Mid-term Evaluation/Final Evaluation from student
5. Site visit observations
6. Attendance

F. SPECIAL INFORMATION (if any):

Successful completion of this course aligns with the Job Corps Career Success Standards.

This course aligns with the following RCTC Core Outcomes:

1. Communication
2. Critical Thinking
3. Global Awareness/ Diversity
4. Personal and Professional Accountability