



CHEM 3210 – Off-campus Internship

Course syllabus

Individuals with disabilities who need to request accommodations should contact the Disability Services Coordinator, Student Center 255, 678-466-5445, disabilityservices@clayton.edu.

Course description:

Number and title: CHEM 3210, Off-campus Internship

Credit hours: 3.0 semester credit hour

Catalog description: Internship program for selected students who perform supervised chemical work in conjunction with professionals at local government, academic or private institutions. Employers coordinate with the University to evaluate student performance in the workplace. Students will be assigned a grade of Satisfactory or Unsatisfactory after completion of the internship.

Course co-requisite: None

Course prerequisite(s): CHEM 1212 and CHEM 1212L with a grade of C or better

Computer Requirement: Each Clayton State University student is required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for the student's academic program. Students will sign a statement attesting to such access. For further information on Clayton State University's Official Notebook Computer Policy, please go to <http://www.clayton.edu/hub/itpchoice/notebookcomputerpolicy>.

Computer skill prerequisites: You must be able to use Windows, Microsoft Word, Outlook Express (including attaching and retrieving files via e-mail), a Web browser (Internet Explorer preferred), and Microsoft Excel

In Class Use of Student Notebook Computers:

Students may be required to use their laptop computers in this course depending on the requirements of the internship.

Course objectives:

Student learning objectives are to be agreed upon by the student, site coordinator, and faculty advisor. They must be listed on the Experiential Learning Agreement, available from the Clayton State University Center for Experiential Learning.

Student Learning Outcomes:**Chemistry Outcomes:**

CHEM 3210 supports outcomes 5 and 8 of the chemistry major:

- Outcome 5: Communicate scientific information in a clear and concise manner both orally and in writing.
 - Outcome 8: Identify and describe the impact of chemistry on society.
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Instructor information:

The faculty coordinator for CHEM 3210 is Dr. Todebush. Her schedule and contact information can be found at the following website <http://www.clayton.edu/faculty/ptodebus>

Textbook information: None

Requirements:

All students must do the following:

- Obtain permission from the faculty coordinator to enroll in CHEM 3210.
- Seek out an appropriate volunteer site or workplace which can serve as the setting for an internship with chemical relevance.
- File the appropriate paperwork with the Department of Chemistry and Physics and the Office of Career Services. This should preferably be done at least one week before the beginning of the semester, but **MUST** be done by Wednesday of the first week of classes. Required paperwork includes, but is not limited to:
 - Internship Learning Agreement Form
 - Any additional contracts or paperwork as required by the internship site or site supervisor
- Arrange appropriate weekly hours with the site supervisor.
- Email, phone, or stop by the faculty coordinator's office weekly in order to maintain constant contact.

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- At the end of the semester, a summary of your internship experience must be presented to the chemistry faculty.

Evaluation and grading:

Your final grade (Satisfactory/Unsatisfactory only) will be determined by the faculty coordinator and the site supervisor. The grade will be assigned by the coordinator for CHEM 3210.

University Attendance Policy:

Students are expected to attend and participate in every class meeting. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades and upon students' ability to remain enrolled in their courses. The university reserves the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.

Course Attendance Policy:

Internship schedule will be set by the Site Supervisor and Faculty Coordinator and **attendance is mandatory**. Lack of attendance may result in an unsatisfactory grade in the course.

Course policies:

- E-mail: Important messages and announcements will be sent to you via your Clayton State University e-mail account. You must activate your account and check your e-mail regularly.

General policies:

- Students must abide by policies in the [Clayton State University Student Handbook](#) and the [Basic Undergraduate Student Responsibilities](#)
- Visitors, including children, are strictly prohibited from attending without the permission of the faculty coordinator and site supervisor.
- Any type of activity that is considered dishonest by reasonable standards may constitute academic misconduct. The most common forms of academic misconduct are cheating and plagiarism. All instances of academic dishonesty will result in a grade of zero for the work involved. All instances of academic dishonesty will be reported to the Office of Student Life/Judicial Affairs. [Judicial procedures](#) are described at their website.

Disruption of the Learning Environment:

Behavior which disrupts the teaching–learning process during class activities will not be tolerated. While a variety of behaviors can be disruptive in a classroom setting, more serious examples include belligerent, abusive, profane, and/or threatening behavior. A student who fails to respond to reasonable faculty direction regarding classroom behavior and/or behavior while participating in classroom activities may be dismissed from class. A student who is dismissed is entitled to due process and will be afforded such rights as soon as

possible following dismissal. If found in violation, a student may be administratively withdrawn and may receive a grade of WF.

Last update: June 16, 2016
