



## **CHEM 3220 & CHEM 3221 - On-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](mailto:disabilityservices@clayton.edu).

### **Course description:**

**Number and title:** CHEM 3220 & CHEM 3221, On-campus Internship

**Credit hours:** 3.0 semester credit hour

**Catalog description:** This is an internship program for selected students who will perform supervised work related to chemistry and/or pedagogy in conjunction with chemistry faculty at Clayton State University. Students will be assigned a grade for this course based on an evaluation by the faculty supervisor.

**Course co-requisite:** None

**Course prerequisite(s):** CHEM 1212 with a grade of C or better 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://itpchoice.clayton.edu/policy.htm>.

**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 research project.

**Course objectives:** See faculty sponsor to obtain the specific learning objectives for your project.

**Student Learning Outcomes:** See faculty sponsor to obtain the specific learning objectives for your project.

**Chemistry Outcomes:** CHEM 3220 supports outcomes 1 and 5 of the chemistry major:

**Outcome 1:** Demonstrate knowledge of the basic principles of major fields of chemistry.

**Outcome 5:** Communicate scientific information in a clear and concise manner both orally and in writing.

**Biology outcomes:** CHEM 3220 supports outcome 3 of the biology major:

**Outcome 3:** Apply knowledge of physical science, mathematics, and statistics to biological concepts.

**Instructor information:** The instructors for CHEM 3220 vary each semester. Please see the schedule for the list of instructors for a given semester: <http://apps.clayton.edu/courses/schedule>

**Class meetings:** To be arranged with faculty sponsor. Faculty and student must be able to meet for a minimum amount of time weekly (typically a minimum of 6 hours weekly depending on the nature of the project; more time may be required to complete the project) or as set by the faculty sponsor. You must have faculty approval to register for the class.

**Textbook information:** None

**Requirements:** Get approval from a faculty sponsor by filling out the [Learning Agreement and Faculty Sponsor Form](#). The signed form should be turned into to your faculty sponsor or to the department chair so that you can be registered for the course.

Student will complete appropriate safety training with their faculty sponsor.

Students should be prepared to work a minimum of 6 hours per week on this project for 2-3 hour blocks. Time per week and numbers of hours per block of time will vary with the project.

**Evaluation and grading:** Students will be evaluated using the [grading rubric](#).

**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 faculty sponsor and attendance is mandatory. Lack of attendance may result in an F or reduced score in the course.

**Course policies:** E-mail: Important messages and announcements will be sent to you via your Clayton State University 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 not allowed in the laboratory.

No smoking, other use of tobacco, eating, or drinking is permitted at any time in the laboratory.

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 on 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.