APPROSSAL OF VARIABLE CREDIT COURSE FORM
CHEM 487 – INTERNSHIP

☐ Spring CRN 11899 ☐ Summer CRN 50357 ☐ Fall CRN 62346

RETURN COMPLETED & SIGNED FORM TO CARLOS OLIVO-DELGADO, CHEMISTRY ROOM A105
Allow 2-3 business days for department approval. You must register for this course after approval is granted.

Printed Student Name ___________________________ CSU ID # __________________

Credits (see attached Variable Credit Courses - Credit Hour Policy) ______________

Semester __________________ Year ______________ Major _______________________

Printed Key Academic Advisor/Instructor Name ____________________________

Dr. Carlos Olivo

Satisfactory completion of CHEM 487 requires a report written by the student (see the CHEM 487 syllabus). A hard copy of the report must be submitted to the key academic advisor/instructor in Chemistry room A105, by the last day of classes for the semester. The final report must be signed by the student’s supervisor at the external site.

Will the student receive any monetary compensation? ☐ Yes ☐ No

Internship Start Date __________________________ Internship End Date __________________________

External Site Name ________________________________

External Site Location ________________________________

External Site Supervisor Printed Name ________________________________

External Site Supervisor Email ________________________________ Phone __________________

Evaluation Criteria: ☐ Mid-term evaluation from supervisor ☐ Written report (see CHEM 487 syllabus)
☐ Final evaluation from supervisor ☐ Oral Presentation

CONTRACT FOR FINAL GRADE IN CHEM 487 - INTERNSHIP

Credit will be given for CHEM 487 – Internship, upon submission of a written report, and an oral presentation, as indicated above. A hard copy of the written report must be submitted to the key academic advisor/instructor in Chemistry room A105, by the last day of classes for the semester. Students whose report has not been submitted at that time will be given a grade of “I” for the course until the report and oral presentation have been submitted and presented.

NOTE: Students are responsible for their own health insurance coverage. The University administers an optional health insurance plan for students. See the current Colorado State University General Catalog for more information.

It is mutually agreed upon by the student and the key academic advisor that they understand the above conditions for receiving credit for CHEM 487 – Internship.

Student Signature __________________________Date __________________

Key Academic Advisor/Instructor Signature __________________________Date __________________

Department Chair Signature __________________________Date __________________

Department (ALL) Approval granted by: __________________________Date: ____________________
Variable Credit Courses
Credit Hour Policy

The policy described in this document applies to the following courses:

- CHEM 487 - Internship
- CHEM 495 - Independent Study
- CHEM 498 - Research

The learning experiences related to the above courses will follow the model of requiring the student to

- work at the internship’s external site, under the supervision of an approved contact person
- devote focused study with a faculty member, or
- conduct comprehensive research with a faculty member,

for 3 hours per week, for 15 weeks during the typical semester, to earn one academic credit hour. This translates to an estimated 45 hours of experiential learning per semester for one academic credit hour.

<table>
<thead>
<tr>
<th>Number of credits registered by the student</th>
<th>Fall or Spring Semester</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Devoted hours per week</td>
<td>Total hours for the semester (15 weeks)</td>
</tr>
<tr>
<td>1</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>2</td>
<td>6</td>
<td>90</td>
</tr>
<tr>
<td>3</td>
<td>9</td>
<td>135</td>
</tr>
<tr>
<td>4</td>
<td>12</td>
<td>180</td>
</tr>
<tr>
<td>5</td>
<td>15</td>
<td>225</td>
</tr>
<tr>
<td>6</td>
<td>18</td>
<td>270</td>
</tr>
</tbody>
</table>

Cindy Ungerman, in Chemistry room B303, will be responsible for retaining the appropriate documentation that corroborates fulfillment of the hour requirements.

Students will not be allowed to register for more than 6 credits per academic semester.

Updated 6/14/17
Syllabus
CHEM 487 – Internship

Credits:
Variable [1-12]. No more that six credits are recommended per semester.

Course Description:
Supervised work experience in approved off-campus chemical laboratory setting. Consultation with faculty advisor is recommended. The internship is an academic experience hosted by a chemistry-related facility, industry or organization that allows students to get credits toward the degree. A faculty member and the participating employer jointly supervise the student’s experience.

Prerequisite:
CHEM 476

Terms Offered:
Fall, Spring, Summer

Grade Mode:
Traditional

Course Learning Goals:
1. Provide the student with an opportunity to apply classroom knowledge and skills to real-life situations.
2. Permit the student to gain firsthand experience associated with daily work operations, production, supervisory, problem solving, and/or management roles in an industry setting.
3. Orient the student with the business/industry environment, operations, and procedures.
4. Provide an experience to assist in transition from student to professional status.
5. Implement, develop, and/or refine skills in production, management, and personnel matters.
6. Develop and refine problem-solving techniques applied to a real job scenario.
7. Refine communication skills with subordinates, peers, and superiors.

Student Responsibilities:
1. Perform the duties as agreed upon by the employer/supervisor and supervising faculty.
2. Abide by all the rules and regulations of the employer.
3. Keep a weekly log/journal of all duties or work performed. This log/journal will include duties, thoughts, impressions, contacts, conferences with the supervisor, and samples of paper work. The faculty supervisor will review this log/journal at the end of the internship period.
4. Have the supervisor complete a midterm and final evaluation form.
5. Complete an internship report at the end of your internship experience. (This should be submitted within one week after completion of internship work.)
6. Present an oral presentation with photos that document the internship experience.

Employer Responsibilities:
1. Interview student prior to employment.
2. Outline a projected work assignment schedule, which will provide a variety of meaningful educational experiences.
3. Assign a company/organization supervisor who will provide guidance, direction, and constructive criticism for the student.
4. Provide a safe work place and advise the student of any intrinsic dangers associated with the placement.
5. Contact the supervising faculty if problems develop.
6. Complete a midterm and final evaluation form of the student’s performance.
7. Assure that adequate time is available during normal working hours for the company/organization supervisor and student to conduct consultation, conferences, instruction, and feedback.
8. Assure adequate time is available during normal working hours for both the company/organization supervisor and the student to meet periodically with the supervising faculty when they visit for consultation and appraisal of progress.

Internship Final Report:
All students taking an internship class will submit an in-depth report on their internship experience to the faculty supervisor within one week of completing the internship. This report should focus not only on what the student’s duties were and how they were accomplished, but also on why these duties were performed in this manner. The educational value of an internship lies in the student’s understanding of the business field that they have chosen. The student’s supervisor at the external site must sign and approve the final report.

The report should contain at least 5 sections. These sections should include:

1. General description. The student should include a brief history of the institution focusing on the concept, growth, and development of the organization. The current status of the institution should be detailed especially as it relates to the student’s area of interest. If possible, the student should discuss the goals and objectives of the institution. Also describe the employees, their positions, and equipment with which you worked, if applicable. Describe where the institution is located and why it is located there.

2. Specific operations. The student should present a detailed discussion of the specific components of the organization that are related to the internship. Different operations are going to require differing components. The intern should focus on the operation that s/he served in. In order to fully address this section, the student would need to be asking questions during the internship and not at the end of the internship.
3. **Duties.** The student should include a detailed summary of the duties that they were assigned during the internship. This section should include a discussion of what duties were performed, how they were performed, and why they were performed. Hopefully, there will be a progression in the sophistication of the duties as the internship progresses.

4. **Evaluation.** The student should provide an honest evaluation of the internship. Included should be discussions on the educational quality of the experience as well as the practical aspects. A critique of the operation is also required. What were the things that the student expected to learn on the internship and did the student learn them? Did the internship impact the student’s ideas about future career plans? What additional experiences would have made the internship more valuable? How would the student change the current internship requirements to make the experience more valuable? Would the student recommend that another student do an internship at the same location?

5. **Summary.** The summary should include an overall look at the internship opportunity. The student should review the goals he/she had going into the internship and evaluate how well these goals were met. An indication of which courses helped prepare the student for this experience should be included, and an honest indication of suggested class changes is very beneficial. Diagrams, charts, layouts, etc., would also be beneficial to the report. Creation of an appendix would probably be very beneficial to the report.

**Internship Oral Presentation:**
All students taking an internship will give a presentation on their internship experience at the end of the semester to other students who have recently completed their internship or to the faculty supervisor. This presentation should include photographs of the site and summarize the information from their internship report regarding the *General Description, Specific Operations,* and *Duties* of the student. The presentation should take approximately 25 minutes. The student will need to take pictures during the internship instead of all photos at the very end; thus, a camera will need to be nearby at all times.

**Grading Scale**
Letter grades minimums will be assigned according to the standard scale (90%=A; 80%=B; 70%=C; 60%=D, <60%=F)

**Grade Breakdown:**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
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<tbody>
<tr>
<td>Midterm Evaluation from Supervisor</td>
<td>25</td>
</tr>
<tr>
<td>Final Evaluation from Supervisor</td>
<td>25</td>
</tr>
<tr>
<td>Internship Final Report</td>
<td>25</td>
</tr>
<tr>
<td>Internship Oral Presentation</td>
<td>25</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>
Academic Integrity: The integrity of society and of Colorado State University depends critically on the academic integrity of all of its members – students, faculty and staff. In the spring of 2011, the Faculty Council of Colorado State University, on recommendation from the main student-governing body (the ASCSU), adopted an academic integrity policy. This course will adhere to the Academic Integrity Policy of the Colorado State University General Catalog and the Student Conduct Code. Students are strongly encouraged to review the CSU Honor pledge and attach to it.

Examples of academic dishonesty include, but are not limited to: cheating in the classroom, plagiarism, unauthorized possession of academic materials, falsification, and facilitation of cases of academic dishonesty (i.e., helping someone else cheat). In this course, I expect that all work presented by you as a student will represent work that you have generated on your own. Exams, surveys and reflection assignments are to be completed independently.

Note: While every effort is made to ensure that the policies outlined in this syllabus are appropriate and accurate, it is possible that unexpected events may arise that warrants modification to them. If such events occur, amendments will be posted on Canvas and announced through email. It is your responsibility to make sure that you stay informed of those changes, as the updated policies will be applied in the same way as those presented above.