PALAU COMMUNITY COLLEGE
Internship Course Syllabus

**Institutional Mission Statement:** Palau Community College is an accessible comprehensive public educational institution helping to meet the technical, academic, cultural, social, and economic needs of students and communities by promoting learning opportunities and developing personal excellence.

**Course Name:** Internship

**Course Description:** This course provides the student practical training in a work site. With the assistance of an instructor-coordinator, the student is assigned to work under a supervisor in a governmental department or a private business in order to learn through actual work experience.

**Course Prerequisites:** Advisor's Consent

**Course Contact Hours Per Week:** MTWThF, 8:00 a.m. – 5: 00 p.m. or depending on site location; 128 hours need to be completed by the end of the semester

**Course Required Text(s):** None.

**Course Objectives:** To allow students to practice the skills and learned knowledge obtained from their program courses through actual work experience.

**Course (Student) Learning Outcomes (CLOs):**

CLO 1- Demonstrate proper employee behaviors and work habits.
CLO 2 Perform program related tasks as assigned by the site supervisor

**Instructor and Class Information:**
Instructor: Site supervisor Location: job site Meeting Times: Daily, 8:00 a.m. – 5: 00 p.m. or as assigned by site supervisor

**Method of Instruction:**
Students will perform assigned tasks under the supervision and training of a designated site supervisor.

**Evaluation Criteria:**
The student will be evaluated based on the internship training rating sheet.

**Grading Scale:**

A = 90 – 100%
B = 80 – 89%
C = 70 – 79%
D = 65 – 69%
F = 64% and below

Note: Should Palau Community College or the Republic of Palau be put on lockdown due to the COVID-19 pandemic, the student and worksite supervisor will be notified by the Internship Coordinator of any changes.

****NOTE: In order to graduate from the program, a grade of C or better is needed in order to receive credit towards your degree. Anything below a grade of C WILL NOT be counted and the course will need to be repeated until a grade of C or better is earned.** (see full exit requirements in PCC General Catalog)

**Attendance Requirements:** Students are expected to work according to scheduled hours of job site.

**Statement of Conduct:** Students are expected to follow the work policies of the job site.

**American Disability Act:** Please let the Internship Coordinator and site supervisor know during the first week of work if you have a disability or special need that they should know; this will allow them to make specific arrangements for your success in this class.

**Disclaimer Statement:** Students will be notified ahead of time when and if any changes are made to the course requirements or policies.