University of Arkansas – Fort Smith
5210 Grand Avenue
P.O. Box 3649
Fort Smith, AR 72913-3649
479-788-7000

General Syllabus

CGT 295V Computer Graphic Technology Internship

Credit Hours: 1-4 Variable   Lecture Hours: N/A   Laboratory hours: N/A
Prerequisite: Computer Graphic Technology major with 30 hours completed in program, overall GPA of 2.5, and department head consent.
Effective Semester: Summer I 2014

I. Course Information

A. Catalog Description

Provides work experience in an area business with on-site supervision and instructor observation.

B. Additional Information

This course is designed to give students the opportunity to gain work experience in their area of study. Students will be supervised at the work site. A CGT faculty member will visit the site and interact with both the supervisor and the student.

Student Responsibilities
To successfully complete this course, the learner is expected to fulfill the following requirements:

1. Secure suitable employment. The employment responsibility resides with the student and not with UAFS, although Career Services may be consulted regarding job placement.
2. Complete the necessary paperwork at Career Services and meet with the Internship Instructor/Department Head to instigate enrollment.
3. Provide your employer with the Internship/Cooperative Education Mid-Term and Final Evaluation form near the beginning of your Internship enrollment and inform him/her of your enrollment. The forms must be completed and turned into Career Services and your Internship instructor at the appropriate times (i.e. mid-term and end of work-based learning employment).
4. Schedule two campus meetings with your internship instructor during the semester. Be prepared to make oral reports regarding your experience.
5. Schedule a visitation day at your workplace with your instructor of record at the beginning of your enrollment.

6. Complete the Student Evaluation of Internship/Cooperative Education Assignment form and return to Career Services at the end of the Internship course.
7. Complete the Internship Learning Assignment as per the criteria set forth by the Internship instructor. This assignment is determined by the workplace supervisor, in accordance with the instructor's course syllabus. Student may not use current job work duties.
8. Demonstrate professionalism and accountability in meeting all commitments required of the internship participant both on the job and for the class. Note: The internship instructor has the right to remove the student from the internship if it is demonstrated that (s)he is not making progress toward the goals of the internship, or has demonstrated unprofessional behavior.

II. Student Learning Outcomes

A. Subject Matter
Upon completion of this course, the student will be able to:

1. Report on the experience gained through the on-the-job opportunity.
2. Research information about the employer's organization.
3. Provide detail reports both orally and in writing about findings from the internship.
4. Follow the organization's guidelines on professional ethics.
5. Practice and adhere to the safety rules for the workplace.
6. Explore career choices available with a Bachelor's degree.

B. University Learning Outcomes:
This course enhances student abilities in the following areas:

Global and Cultural Perspectives
Students will reflect upon cultural differences and their implications for interacting with people from cultures other than their own.

Communication Skills
Students will compose coherent documents appropriate to the intended audience.
Students will effectively communicate orally in a public setting.

Technological Skills
Students will be able to use technology to access information. Students will be able to use technology to effectively communicate. Students will use appropriate technology to analyze and evaluate data.

Analytical Skills
Students will access and evaluate appropriate information through written and electronic means. Students will think critically to reach viable solutions to a problem and to justify those solutions.

Ethics
Students will apply ethical concepts and rules to determine viable alternatives in any given situation.

III. Major Course Topics
Varies with type of employment.