

# **Brazosport College**

## **Syllabus for PTAC 2387 - Internship II - Process Technology/Technician**

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### **I. COURSE DESCRIPTION:**

#### **PTAC 2387 - Internship II - Process Technology/Technician CIP 4103010003**

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and employer. Internship positions will be provided when available, but otherwise the student must obtain their own employment which is applicable to either plant or laboratory operations. Students may register in only one internship class per semester. **Credit Hours:** 3 (1 lecture, 17 lab)

## II. COURSE OBJECTIVES

Students enrolled in the Chemical Technology program must work in a related job in the chemical industry at least 17 hours per week for 16 week semester and 25 hours per week in 11 week semester with satisfactory evaluations by the coordinator

### A. Job Site Objectives

- a) Perform satisfactorily on the job in the following areas:
  - 1. Job Knowledge
  - 2. Quality of Work
  - 3. Planning & Organization
  - 4. Interpersonal Skills/Teamwork
  - 5. Communication
  - 6. Initiative & Self-Motivation
  - 7. Self-Confidence
  - 8. Safety
  - 9. Attendance & Punctuality
- b) Work with supervisor to
  - 1. Develop goals and objectives for internship
  - 2. Bi-weekly Job Description forms
  - 3. Supervisor Evaluation
- c) Any jobsite requirements

### B. Course Objectives

Use resources from textbook and additional information provided to

- a) Develop transferable skills
- b) Complete a career assessment
- c) Learn how to prepare a resume and cover letter
- d) Obtain skills in interviewing

## III. STUDENT LEARNING OUTCOMES

**The following list of learning outcomes are developed by WECM (Workforce Education Course Manual) for the Intern courses.**

Outcomes:	Assessment
As outlined in the learning plan, apply the theory concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.	Course Final Grade

#### IV. TEXTBOOK OR COURSE MATERIAL INFORMATION

##### A. Textbook

None Required for this course

##### B. Course Materials

1. Students will need to have a computer to access this online course in Virtual Campus (D2L). Therefore, a **Computer or tablet and access to internet is required.**
2. Must have the ability to print out any assigned problems such as tables or graphs. And to fill these out, scan and upload into D2L with the appropriately weekly assignment
3. Students need word processing software for this course. You can obtain Microsoft software free using your college email address as login (your brazosport.edu email address, not your D2L email address). Go to this link to get registered for Office 360 <https://products.office.com/en-us/student/office-in-education>

##### C. Course Outline

**This is a sample outline which may vary with individual instructors. It will also vary based on whether the course is a summer course or a fall/spring course. Students should contact their instructor for the outline of the course they are taking.**

The official semester schedule is located in Virtual Campus (a.k.a. D2L) for this course under **Content** section. *Note: this schedule may change due to class progress, holidays or other. Make sure and check D2L Content regularly for any updates*

WEEK #	TOPIC
Prior to week 1	Orientation – Pass out forms, Introduction
1-2	Student data sheet turned in, read syllabus, syllabus quiz
2-	Goal's form (signed by supervisor) and read text pages
3	Start bi-weekly job task reports & complete Objective's form
4	Transferable Skills Worksheet; read text pages
5	Complete bi-weekly report
6	Begin Resume work; read text pages
7	Career Assessment, resume continued, bi-weekly report
8	Resume due; begin cover letter, read text pages
9	Cover letter due, bi-weekly report due
10	Begin Interview section, read text pages
11	Bi-weekly report, prepare for mock interview webinar
12	Mock interview response report
13	Continue bi-weekly report
14	Supervisor's Performance Evaluation due
15	Bi-weekly report, supervisor's performance evaluation due
16	See D2L

### **Important Semester Dates:**

Last Day to Withdraw from Classes– Check BC Academic Calendar at <http://catalog.brazosport.edu/index.php>

#### **D. Virtual Campus (a.k.a. D2L):**

Knowing how to use Virtual Campus is an absolute must to succeed in this course. Locations of technical support information on the Virtual Campus is on the school website, the Virtual Campus login page, on the My Home page, and Course Home areas of each online course. These areas contain links to:

- technical support
- manuals & videos
- orientation to online courses
- distance learning website

Here is one of several links you can use to review and learn how to use Virtual Campus:

<https://brazosport.edu/programs/distance-learning-online-instruction/student-manuals-tutorials/> In addition, the Distance Learning department conducts webinars and on

campus training for using D2L, but you must sign-up ahead of time. Here is a link to sign-up, but call them if there is a problem with the link:

<https://form.jotform.com/mcconnel/rsvpvirtualtour>

Only certain file formats can be opened with D2L. Apple file extensions will not work, but can be converted (file conversion instructions can be found at this link

<https://support.apple.com/en-us/HT202227>) . These are the file extensions that can be submitted:

- Microsoft Word™ (DOC and DOCX)
- Corel WordPerfect®
- HTML
- Adobe PostScript®
- Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF)
- Microsoft PowerPoint (PPT, PPTX, and PPS)
- Hangul (HWP)

#### **E. General**

1. This course requires about 7-9 hours of time per week
2. Check “Contents” in D2L to keep up with weekly assignments starting your first week.
3. Deadlines are not flexible. There are only negotiable due to emergencies/event out of your control, and with written excuse from employer, doctor, etc.  
Do not wait until Sunday to start your homework or you will inevitably have problems to prevent your completion. Lack of user knowledge resulting in technical difficulties is not an allowable excuse. Make sure and ensure you know how to upload assignments and do quizzes during the week when the HELP DESK is available.
4. You can work ahead on any assignment and receive early feedback for re-do

opportunities. I highly recommend logging back in Sunday evenings to obtain feedback.

5. Students must use D2L to keep up with announcements, assignments, etc. Success can occur if you logon more than weekly and complete all homework and read instructor emails.
6. Several elements of D2L may be used including Dropbox, Discussions, Contents, email and more.
7. Weekly assignments and quizzes should all appear in “Contents”. CONTENT is a key area for you to check. Note: do not depend on Calendar notifications
8. Feedback on assignment grades is provided in D2L and should be read weekly
9. See Communications section in syllabus concerning D2L email

#### **F. Weekly homework and D2L**

All assignments are found in CONTENT of D2L. Assignment deadlines are indicated in the weekly modules. You may work ahead of schedule if you desire. Homework assignments are typically in these categories:

1. Discussion Posts - These are assignments which require you to post in a discussion board on a topic and reply to other posts on the topic. Do not wait until the last minute to do these or you will likely not be able to formulate thoughtful posts or replies and will not receive full credit. These will be graded (manually) after the submission deadline and grades will be posted to the online grade book.
2. Dropbox submissions - Submit the assignment into Dropbox in a compatible format document (created and saved on your PC or flashdrive) with appropriate filename. Make sure you check the file to ensure it opens properly (from your hard drive) before uploading to drop box. These will be graded (manually) after the submission deadline and grades will be posted to the online grade book. Please watch for feedback on the assignment that will show in notifications. Also, make sure you receive notification that your assignment was submitted.
3. Also, unless specified, your homework must be your OWN work. Sharing homework answers/assignments is considered “cheating” and in violation of the academic honesty policy. Violators will be reported and at risk of failing the course.
4. If you get your homework turned in early during the week, I will provide feedback through D2L before the homework deadline so that you can revise and resubmit for a higher grade. So, turn in early for this “bonus” opportunity. Again, I highly recommend logging in Sunday evening to ensure that you have seen any early feedback for a re-do opportunity before assignment deadline.

**G. Virtual Class Meeting-** there will be at least one Zoom meeting this semester that you will be required to attend. A link will be provided for you to join the session. You will need to have a computer that has a webcam and microphone.

#### **H. Communications With Instructor**

1. Office Hours - Zoom/virtual office hours posted in D2L. This is a good opportunity to meet with me to discuss any concerns or questions
2. There may be Virtual Classroom or Zoom sessions scheduled and can be found in Content section of D2L
3. Check your D2L email multiple times per week.

4. Please send any emails to me through D2L email only. The Brazosport policy is for students nor faculty to communicate via personal email or texting unless urgent/emergency.
6. It is highly recommended to forward your D2L emails to an email account that you check regularly (such as your personal email). Instructions for this are on D2L along with other useful resource. But please note that you cannot reply to these forwarded emails from your personal email. You will have to log in to D2L to reply using the D2L email.
7. It is also recommended to use the D2L notifications feature to remind you of upcoming assignments and other available topics.

## **V. LAB REQUIREMENTS**

As needed for the job location.

## **VI. STUDENTS WITH DISABILITIES**

Brazosport College is committed to providing equal education opportunities to every student. BC offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software to assist students with special needs. For student to receive any accommodation, documentation must be completed in the Office of Disability Services. Please contact Phil Robertson, Special Populations Counselor at 979-230-3236 for further information.

## **VII. TITLE IX STATEMENT**

Brazosport College faculty and staff are committed to supporting students and upholding the College District's non-discrimination policy. Under Title IX and Brazosport College's policy FFDA (Local), discrimination based on sex, gender, sexual orientation, gender identity, and gender expression is prohibited. If you experience an incident of discrimination, we encourage you to report it. While you may talk to a faculty or staff member at BC, please understand that they are "Responsible Employees" and must report what you tell them to college officials. You can also contact the Title IX Coordinators directly by using the contact information below. Additional information is found on the Sexual Misconduct webpage at [www.brazosport.edu/sexualmisconduct](http://www.brazosport.edu/sexualmisconduct).

Alex Crouse, Director of Student Life and Title IX Coordinator  
979-230-3355; [alex.crouse@brazosport.edu](mailto:alex.crouse@brazosport.edu)

Mareille Rolon, HR Coordinator and Deputy Title IX Coordinator  
979-230-3303; [mareille.rolon@brazosport.edu](mailto:mareille.rolon@brazosport.edu)

## **VIII. ACADEMIC HONESTY**

Unless specified, all work in this course must be your own work.

Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty including, but not limited to, cheating, plagiarism, and collusion shall be treated appropriately.

Academic dishonesty violates both the policies of this course and the Student Code of Conduct. In this class, any occurrence of academic dishonesty will be referred to the Dean of Student

Services for prompt adjudication, and may, at a minimum, result in F, in this course. Sanctions may be imposed beyond your grade in this course by the Dean of Student Services. Please refer to the Brazosport College Student Guide for more information. This is available online at <http://brazosport.edu/students/for-students/student-services/>.

## **IX. ATTENDANCE AND WITHDRAWAL POLICIES**

Class attendance contributes to your final grade, but you must attend class to successfully complete the course. If you are unable to complete this course, you must complete and submit a withdrawal form with the registrar's office. If the student decides to drop out of the class, it is the responsibility of the student to initiate a withdrawal before the withdrawal deadline in order to get a "W" on their transcript. If this is not done the student will receive a grade based on test grades and class grades earned during their attendance and absence (i.e., zeros on all missed materials, exams, skills tests, and final exam).

## **X. COURSE REQUIREMENTS AND GRADING POLICY MAKE-UP POLICY**

### **A. General Information:**

1. Students enrolled in the Chemical Technology program must work in a related job in the chemical industry at least 17 hours per week (for 16 week semester) and 25 hours per week (for 11 week semester) with satisfactory evaluations by the job supervisor.
2. Students are required to stay in the same job (with the same company) during the semester for which they are enrolled in this course. If the student changes jobs, then they must withdraw from the course.
3. Students must also participate in the on-line portion of the course with satisfactory evaluation by the distance learning coordinator.

Supervisor's Evaluation	30%
Goals form	10%
Bi-weekly Job Task List form	20%
Class Assignments	40%
Total	100%

Grades are assigned as follows:

Grade	Final Average
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

### **B. Make-Up Policy**

Deadlines are not flexible. They are only negotiable due to emergencies/event out of your control, and with written excuse from employer, doctor, etc.

## **XI. STUDENT CONDUCT STATEMENT**

Students are expected to be aware of and follow the Brazosport College Student Code of Conduct. Students have violated the Code if they “fail to comply with any lawful directions, verbal or written, of any official at BC.” Lawful directions include precautions and requirements taken to prevent the spread of COVID-19 at Brazosport College. Students who do not follow safety requirements, including the wearing of a mask, may be removed from class by their instructor and referred to the Dean of Student Services.

## **XII. CAMPUS CLOSURE STATEMENT**

Brazosport College is committed to the health and safety of all students, staff, and faculty and adheres to all federal and state guidelines. The College intends to stay open for the duration of the semester and provide access to classes and support services on campus in the safest way possible. The College will also comply with lawful orders given by applicable authorities, including the Governor of Texas, up to and including campus closure. It is possible that on campus activities may be moved online and/or postpone if such orders are given.

## **XIII. STUDENT RESPONSIBILITIES**

Students are expected to fully participate in this course. The following criteria are intended to assist you in being successful in this course:

1. Understand the syllabus requirements
2. Use appropriate time management skills
3. Communicate with the instructor
4. Utilize online components (such as Desire2Learn) as required.
5. Complete course work on time, and
6. Work at least 17 hours per week (for a 16 week semester) and 25 hours per week (for a 11 week semester) in a job related to the chemical industry.

## **XIV. OTHER STUDENT SERVICES INFORMATION**

Information about the Library is available at <http://brazosport.edu/students/for-students/places-services/library/about-the-library/> or by calling 979-230-3310.

For assistance with online courses, an open computer lab, online and make-up testing, audio/visual services, and study skills, visit Learning Services next to the Library, call 979-230-3253, <http://brazosport.edu/students/for-students/places-services/learning-services/>

For drop-in math tutoring, the writing center, supplemental instruction and other tutoring including e-tutoring, visit the Student Success Center, call 979-230-3527, or visit <http://brazosport.edu/students/for-students/student-success-center/math-center/>

To contact the Physical Sciences and Process Technologies Department call 979-230-3618.

The Student Services provides assistance in the following:

Counseling and Advising	979-230-3040
Financial Aid	979-230-3294
Student Life	979-230-3355

To reach the Information Technology Department for computer, email, or other technical assistance call the Helpdesk at 979-230-3266.





Get the information you need – when you need it. Click <http://geni.us/BRAZO> to install **BC Connect** on your mobile device to receive reminders, explore careers, map your educational plan, be in the know about events, find out about scholarships, achieve your goals and much more.