CREDIT: 1-4 units

ADVISOR / REPORT REVIEWER: Prof. Peggy Au

CONTACT INFORMATION & HOURS: To be arranged by the report reviewer

COURSE TIME & LOCATION: Self-Study Internship: at least 45 hours per credit

PREREQUISITE: Records Office permission

TEXT & MATERIALS: Research materials appropriate for the internship selected

REFERENCE MATERIALS: As internship demands

COURSE DESCRIPTION:
Practical experience involving employer’s evaluations of student performance. (1-4 units)
Prerequisite: Records Office permission

COURSE OBJECTIVES:
Upon successful completion of the internship report, the student will:

- Demonstrate the application of knowledge gained throughout the undergraduate program.
- Produce a report that demonstrates critical thought, and displays a high level of professionalism and competence in its presentation.
- Understand how the new knowledge plays out in their professional growth plans.
- Obtain professional experience in the real workplace.

COURSE PROCESS AND STRUCTURE:
1. With the advisor’s approval, the student will select an internship and define its scope.
2. The report presented upon the completion of the internship will outline:
   - The nature and full description of the internship
   - The internship’s relation to the area of concentration
   - Performance evaluation by the employer
   - Full analysis of the internship
   - Conclusions

EVALUATION:
Report: 100%
Each student will complete a report that includes an employee evaluation and submit it to the advisor/report reviewer. A grade of CR or NC only will be given.

Last revised: February 5, 2015