



Course Syllabus
SEMESTER
School of STEM

Course Name:	Internship
Course & Section Number:	AUT 291
Meeting Day(s) & Time(s):	Field Visits TBD
Credits:	1
Contact Hours:	1
Text:	None
Instructor's Name:	
Office Hours & Location:	
OCC Phone:	
OCC Email:**	
Additional Contact Information:	

***Please use only Owens email for course communications.*

Catalog description:

Provides the student with the opportunity to put practical use, knowledge and skills learned in the classroom. Students are responsible for obtaining their own position (usually paid), with the approval of the Field Experience instructor. The experience is conducted under the supervision of a faculty member who assists the student in developing a work experience plan and who visits the student at the work

site. Periodic reports are required. The faculty member and the work site supervisor evaluate the student's work performance at the end of the semester. During the final exam week, an evaluation meeting is scheduled. Each credit hour assigned for the course entails the completion of 180 total clock hours of work experience. Course may be repeated, but total credit hours applied toward degree requirements may not exceed eight.

Prerequisite/Corequisites: None

None

Course Materials:

Microsoft Word

What You Will Learn in the Course:

Course Objectives:

To receive course credit for work completed at a dealer sponsor relevant to classes completed at Owens.

Student Learning Outcomes:

Students will:

Outcome	Where Assessed (List assignments, exams, discussions; items must be graded.)
N/A	

Technology, Lab, and File Requirements:

NONE

Academic Support

Disability Services Resource Center: If you have a disability or acquire one, you may be entitled to receive reasonable accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to register for accommodations, please contact the Disability Resource Center at 567-661-7007, email disability@owens.edu, visit <https://www.owens.edu/disability/>, or stop by College Hall 124.

Tutoring Services: Owens Community College offers academic tutoring and assistance in a variety of subjects including: accounting, computing, economics, mathematics, science, and writing. For more information go to: <https://www.owens.edu/successcenters/>.

Counseling Services: Counseling Services provides assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. If you feel you may benefit from this service, please contact them at counselingservices@owens.edu. More information is at <https://www.owens.edu/counseling/>.

Campus and Community Connections: The Center for Campus and Community Connections (College Hall 123) is a walk-in office created to provide retention support through resource stability initiatives and community connections. Go here for more information:

<https://www.owens.edu/connection/> or contact connections@owens.edu

Owens Library: The Owens Library offers two locations (Toledo and Findlay) as well as online resources. For more information visit <https://www.owens.edu/library/>.

****Students can find more information on campus resources, student support, student life, and security at this link.****

General Information

Student Code of Conduct: All students are expected to follow Owens Community College's Student Code of Conduct, which includes academic honesty, encompassing plagiarism. See the Board Policy for more information.

Anti-Discrimination and Harassment & Title IX/Sexual Misconduct: All students, faculty, and staff are expected to follow Owens Community College's Anti-Discrimination and Harassment Policy and the College's Title IX Policy/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

Religious Accommodations: A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a written email notice with the specific dates for an absence, and must do so not later than fourteen (14) days after the first day of instruction. Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy*. The request for an alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing your Faith Act may contact the College's Office of Academic Affairs: provost@owens.edu

The policy may be found on the Owens website: 3358:11-2-63 Accommodation for a Student Absence for the Observance of Religious Beliefs and Practices Policy

Document Collection: Throughout the semester, your instructors may ask for a variety of assignments including tests and/or quizzes for student learning of institutional general education competencies or program assessment. Please save all your class materials until the end of the semester.

Classroom Admittance: OCC classes shall only be attended by the officially registered OCC students or perspective students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA](#) regulations for more information.

Use of AI Tools: This course requires you to complete various assignments that assess your understanding and application of the course content. You are expected to do your own work and cite any sources you use properly. You are not allowed to use any artificial intelligence (AI) tools such as chatbots, text generators, paraphrasers, summarizers, or solvers to complete any part of your assignments. Any attempt to use these tools will be considered academic misconduct and will be dealt with according to the Owens Community College academic integrity policy. Students are expected to complete all work independently and without the assistance of AI-generated content. If you have any

questions about what constitutes acceptable use of AI tools, please consult with the instructor *before* submitting your work.

Student Responsibilities & Instructor Expectations

1. The student is responsible for all material discussed in class, handed out, seen or heard in visual/audio, or written on the board.
2. The student is responsible for all work assigned whether discussed in class or not.
3. Any missed classes, tests, or assignments must be made up by the end of the semester through agreement with the instructor. Excused absences included, sick, death, and emergency (all at the discretion of the instructor). Two unexcused absences equal a drop in a letter grade. Two tardies equal one unexcused absence.
4. The instructor, with permission of the chairman, whenever appropriate and necessary, reserves the right to amend, adjust, or deviate from the course outline and lecture topic areas to assure the students of the best possible education from the course.

Safety Glasses

Students will not be permitted to attend lab classes without the required safety glasses.

Safety

Since personal safety is a major concern of both this College and the employers, students will be expected to conduct themselves in a safe manner at all times. Students will be required to follow safety requirements pertaining to: safety glasses, clothing, labs, and work procedures. (Remember SAFETY is everyone's job!)

Suggested Minimum Tool List

A list of tools are provided for the student's consideration. The tools are NOT required for this class but will be convenient for the student to own when employed and performing the tasks taught in this class.

Instructor Expectations:

Instruction will be in lecture and lab formats. Don't message on Blackboard, email addee_faulhaber@owens.edu.

Excused absences included, sick, death, and emergency (all at the discretion of the instructor). Two unexcused absences equal a drop in a letter grade. Two tardies equal one unexcused absence.

How Grades are Determined and Major Assignments

The final course grade is to be computed using the following weights.

Evaluation Measure	Value	Student Learning Outcome Assessed
Weekly report turned in on time	2 points	
Weekly report turned in LATE	1 point	
Weekly report not turned in	0 points	
Evaluations turned in	2 points	
THIS IS A PASS/FAIL CLASS		

Grading Procedure:

Grades will be calculated on the following scale.

12-16 points	PNP (Pass no points)
0-11 points	FNP (Fail no points)

Tentative Class Assignments:

Week	SLO	Topic	Due Dates
1		<i>Turn in write-up</i>	DATE at TIME
2		<i>Turn in write-up</i>	DATE at TIME
3		<i>Turn in write-up</i>	DATE at TIME
4		<i>Turn in write-up</i>	DATE at TIME
5		<i>Turn in write-up</i>	DATE at TIME
6		<i>Turn in write-up</i>	DATE at TIME
7		<i>Turn in write-up</i>	DATE at TIME
8		<i>Turn in write-up</i>	DATE at TIME

Disclaimer: The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course. Please note that while unlikely, there is a possibility courses might need to change the delivery method due to external issues like public health concerns, weather issues, etc. If this happens, the college will communicate any changes via email and/or other communication methods.