

CHEM 461 (1 hr), 462 (2 hr), 463 (3 hr): Academic Internships in Chemistry

(Section 001)

Fall 2018

Professor: Dr. Jay Hanna

Office: Sims 313B

Email: hannaj@winthrop.edu

Office Phone: 323-4933

Course Website: chem.winthrop.edu

Office Hours: M 1:30 – 3:30 pm

To contact me outside of these hours, please feel free to e-mail or call to make an appointment. I check my email and phone messages periodically throughout the day.

Course Goal: To prepare students for careers in chemistry and biochemistry by working in a chemistry or chemistry-related field.

Learning Objectives:

- To gain practical experience by working in a professional chemistry-related environment
- To demonstrate an ability to work independently and utilize principles of chemistry to solve real-world problems

Course Requirements:

- Students wishing to receive credit for a chemistry internship are required to find, apply for, and be selected for a chemistry or chemistry-related internship position with an organization of their choice. They will then need to seek permission by the Department Chair to register for the appropriate internship course.
- The student must complete at least 50 hr of work during the semester for each hour of academic credit awarded, and these work hours must be completed during the term (fall, spring, or summer) in which the student is registered for the internship course.
- Before beginning the internship, the student is required to
 1. Contact the Winthrop University Center for Career and Civic Engagement (CCE) Internship Program Manager (Tom Injaychock) to schedule and complete an orientation session. Use the “Schedule Appointment” link at www.winthrop.edu/cce and choose “Internship Consultation”. There you can schedule an appointment with Mr. Injaychock.
 2. Complete an [Internship Learning Agreement](#) documenting the projects, tasks, and learning outcomes expected during the internship experience. This Learning Agreement must be circulated to the course instructor, the internship supervisor, and the CCE Internship Program Manager for approval. ***Internship hours cannot be counted until this document is fully approved.***
- During the internship, the student must enter their daily work hours on the [Work Hours Log](#). Once the hours have been completed, the internship supervisor must sign the log.

- At the *halfway point of the internship*, the student must complete an intermediate [evaluation](#) of the internship experience. The CCE Internship Program Manager will submit results of the completed student evaluation to the instructor.
- After the student has completed the required hours, the student must complete a final [evaluation](#) of the internship experience. The CCE Internship Program Manager will submit results of the completed student evaluation to the instructor.
- When the internship has been completed, the student must also complete a Final Reflective Paper thoroughly documenting the internship experience ([guidelines](#)). The student must ensure that no proprietary information is included in the paper.
- The Work Hours Log and Final Reflective Paper are due to the CCE Internship Program Manager by 5:00 pm on the **last class day of the semester (Monday, December 3, 2018)**. The CCE Internship Program Manager will forward the materials to the instructor for grading.

Course Grading: The course is graded S/U. Satisfactory completion of the requirements listed above is necessary for a grade of “S.”

Class Attendance and Conduct: Student Interns must be at their assigned workplace at their scheduled times. Students are expected to adhere to the Winthrop Student Conduct Code as outlined in the Student Handbook:
<http://www2.winthrop.edu/studentaffairs/handbook/StudentHandbook.pdf>

Employer Responsibilities: The internship supervisor will approve the Internship Learning Agreement, and the Work Hours Log. In addition, the internship supervisor will complete short evaluations of the student’s performance at the midpoint and end of the internship period. Evaluation requests will be sent to the internship supervisor at the appropriate time by the CCE Internship Program Manager. The CCE Internship Program Manager will submit results of the completed performance evaluations to the instructor.

Students with Disabilities/Need of Accommodations for Access: Winthrop University is committed to providing access to education. If you have a condition which may adversely impact your ability to access academics and/or campus life, and you require specific accommodations to complete this course, contact the Office of Accessibility (OA) at 803-323-3290, or accessibility@winthrop.edu as early as possible to discuss your concerns. Please inform me once you have your official notice of accommodations from the Office of Accessibility.

Changes to Syllabus: Any changes to the syllabus will be communicated to the student verbally or by e-mail.