



Course Prefix/Number/Title: BOTE 297: Internship

Number of Credits: 1-3

Course Description: An internship is required of most AAS programs. This course is available to AA and AS students as well. The students combine course learning with practical, professional work experiences in their chosen field of study. The employer does an evaluation of the work experience; the faculty advisor supervised the students; the students are required to complete a project assigned by the faculty advisor. A minimum of 40 hours of work is required to earn one credit. A grade of satisfactory/unsatisfactory is given by the faculty

Pre-/Co-requisites: Minimum 2.0 GPA, Instructor Approval

Course Objectives: Students combine course learning with practical, professional work experiences in their chosen field of study.

Instructor: Erika Hamilton

Office: Thatcher 203

Office Hours: M/W/F 11:00-11:50, T/R 10:00-10:50

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Lecture/Lab Schedule: By arrangement

Textbook(s): None

Course Requirements: Obtain relevant work experience which is mutually agreed upon by the student, instructor and employer. Description of Assignment/Assessment: Work Experience: Students must work a minimum of 45 hours in an approved work environment to earn one credit.

Placement sites must be approved before registration. The student is responsible for submission of completed internship paperwork.

Tentative Course Outline: To be determined depending on availability with placement sites and student schedule.

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s): Employ industry specific skills in preparation for workplace readiness.

Relationship to Campus Focus: The course focuses on knowledge and the application of technology.

Classroom Policies: Please be respectful to others and in your communications. All work turned in is expected to be original. Please keep cell phones silenced and put away when working with other students and professionals.

#### Student Email Policy:

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the Campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

#### Academic Integrity:

According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

#### Disabilities or Special Needs:

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

#### Title IX:

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.