

SYLLABUS, Chemistry 480, Industrial Internship, Fall 2004

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Consultation Hours Monday through Friday: 9:30-5:00 pm, except when I'm in class (9:40-10:35 MWF, 12:55-4 pm W, and 1:30-4:30 Th), or if I'm in a meeting. If I'm not in my office, please check with the secretary in Beauregard 210.

Catalog Description. CHEM 480. Industrial Internship. 3-0-6. Prerequisites: Chemistry major and permission of departmental committee. Practical work in an industrial setting under the joint guidance of a practicing chemist and Nicholls faculty member. (40.0599)

Prerequisites. Chemistry major and permission of departmental committee.

Textbook none

Supplements none

Course Goal. To provide students with an understanding of a practicing chemist's role in an industrial setting.

Student Outcome Objectives. Students will be able to

- Work independently and as part of a team, responsibly, and efficiently to solve problems occurring in an industrial laboratory setting
- Interpret laboratory results and communicate them clearly
- Perform routine and specialized laboratory procedures safely and efficiently
- Apply textbook knowledge to real-world problems

Course Content

- Varies depending on industrial setting

Course Requirements

Assisting in the laboratory. The intern must provide evidence of working a total of at least 90 hours in an industrial laboratory setting. The evidence consists of a letter from the supervisor on company letterhead and an evaluation form completed by the supervisor.

Seminar. A 15-minute oral presentation describing the intern's work experience.

Progress Reports. Progress reports describing nature of work done at the industrial setting during the course of the internship.

Methods of Evaluation Each category above is graded on a 0-100% scale. Assisting in the laboratory is worth 70% of the grade. The intern will be graded by the industrial mentor on the following criteria: job knowledge, quality of work, productivity, adaptability and flexibility, initiative and problem solving, cooperation and teamwork, dependability, communication and interpersonal skills. The seminar and progress reports are each worth 15% of the overall grade; grading of seminar and progress reports are based on quality of Chemistry content and clarity/effectiveness of presentation. Course grades will be assigned according to your average grade as follows: A: 90-100%, B: 80-89%, C: 70-79%, D: 60-69%, F: <60%

Make-up Policy Make work will be decided on a case-by-case basis. In general, you must have a valid verifiable excuse.

Academic Honesty Policy Cheating will not be tolerated and will be dealt with as detailed in the NSU Code of Student conduct.

Attendance Policy The student is expected to consult with the supervisor put in at least 90 hours of work.

Semester Withdrawals. The last day to drop with an automatic grade of W is October 29, 2004

Disabilities Policy If you have a documented disability that requires assistance, you will need to register with the Office of Disability Services for coordination of your academic accommodations. The Office of Disability Services is located in Peltier Hall, Room 100-A. The phone number is (985) 448-4430 (TDD 449-7002)

THIS SYLLABUS IS NOT A CONTRACT AND IS SUBJECT TO CHANGE.

PERFORMANCE EVALUATION CHEM 480

Student's Name: _____

Supervisor's Name and Affiliation: _____

KEY FUNCTIONS REVIEW

Please list key functions expected of the student and discuss with the student at the beginning of the semester. Mark the appropriate importance ranking for each job function.

1.						
Importance:	<input type="checkbox"/>	Critical	<input type="checkbox"/>	Very Important	<input type="checkbox"/>	Important
2.						
Importance:	<input type="checkbox"/>	Critical	<input type="checkbox"/>	Very Important	<input type="checkbox"/>	Important
3.						
Importance:	<input type="checkbox"/>	Critical	<input type="checkbox"/>	2 Very Important	<input type="checkbox"/>	Important
4.						
Importance:	<input type="checkbox"/>	Critical	<input type="checkbox"/>	Very Important	<input type="checkbox"/>	Important
5.						
Importance:	<input type="checkbox"/>	Critical	<input type="checkbox"/>	Very Important	<input type="checkbox"/>	Important
6.						
Importance:	<input type="checkbox"/>	Critical	<input type="checkbox"/>	Very Important	<input type="checkbox"/>	Important

Student Signature: _____

Student's Name: _____

Supervisor's Signature: _____

II. PERFORMANCE COMPETENCY REVIEW

Evaluate the following performance competencies in relation to performance of the key functions listed in section I.

PERFORMANCE COMPETENCY	COMMENTS
JOB KNOWLEDGE	
<ul style="list-style-type: none">• Understands the duties and responsibilities of the job.• Has knowledge of subject area and related policies, procedures, and technical expertise.• Uses information, materials, equipment, and techniques, accurately and appropriately.• Keeps up-to-date with new policies, procedures, techniques.	
Evaluation Rating Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Competent <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable <input type="checkbox"/>	
QUALITY OF WORK	
<ul style="list-style-type: none">• Shows attention to detail, accuracy, follow-through and thoroughness.• Complies with work and health and safety rules and procedures.• Exercises good judgment and discretion in matters relative to sensitive or confidential issues.	
Evaluation Rating Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Competent <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable <input type="checkbox"/>	
PRODUCTIVITY	
<ul style="list-style-type: none">• Consistently manages assigned workload.• Establishes and manages priorities effectively.• Uses time efficiently.• Maintains an organized, functional workspace.	
Evaluation Rating Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Competent <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable <input type="checkbox"/>	
ADAPTABILITY AND FLEXIBILITY	
<ul style="list-style-type: none">• Adapts to changes in the work environment.• Performs well under pressure.• Learns and retains new information, policies, procedures.	
Evaluation Rating Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Competent <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable <input type="checkbox"/>	

Student's Name: _____

Supervisor's Signature: _____

INITIATIVE AND PROBLEM-SOLVING

- Is a self-starter.
- Generates innovative ideas, approaches, and solutions.
- Seeks new challenges, self-development, and learning opportunities.
- Anticipates and recognizes potential problems.
- Generates alternative solutions when solving problems.

Evaluation Rating

Excellent Commendable Competent Needs Improvement Unacceptable

COOPERATION AND TEAMWORK

- Maintains effective working relationships.
- Works cooperatively in team situations.
- Offers assistance and support to others.
- Admits to and learns from own mistakes.
- Participates constructively in team efforts.

Evaluation Rating

Excellent Commendable Competent Needs Improvement Unacceptable

DEPENDABILITY

- Is punctual and regular in attendance.
- Follows instructions.
- Works independently.
- Completes assignments and meets commitments and deadlines.

Evaluation Rating

Excellent Commendable Competent Needs Improvement Unacceptable

COMMUNICATION AND INTERPERSONAL SKILLS

- Communicates clearly and accurately both verbally and in writing.
- Keeps others informed.
- Interacts effectively with a wide diversity of individuals and work styles.
- Maintains a pleasant and professional demeanor in all interpersonal relationships.
- Capable of resolving conflicts.
- Receptive to feedback.

Evaluation Rating

Excellent Commendable Competent Needs Improvement Unacceptable