

-Corporate Training and Development Specialization-  
Technical Education and Training Major  
Workforce Development and Education  
College of Education and Human Ecology  
The Ohio State University

Internship Requirements and Syllabus  
628.02: Clinical Internship in Business (3-6 credits per quarter)

INSTRUCTOR: JOSHUA HAWLEY, Ed.D. – Associate Professor  
OFFICE: PAES Building, Room A482  
ELECTRONIC: hawley.32@osu.edu

COURSE CREDIT: 3-6 credit hours  
PREREQUISITES: None  
OFFICE HOURS: By appointment. Please contact me at hawley.32@osu.edu  
(best way) or (614) 247-6226 to arrange a time.

### General Description

This course is a requirement for the undergraduate major in Technical Education and Training, specifically for those students electing the specialization in Corporate Training and Development. It provides a course number and credit for the student internship experience that is required for graduation in this Specialization.

### KNOWLEDGE, SKILLS, AND DISPOSITIONS

The goals of this course (and the internship more generally) are the following:

- ✗ To provide a capstone experience for students in the CTD specialization
- ✗ To offer students a learning experience in one area of corporate training and development
- ✗ To develop the communication skills for the workplace

### TECHNOLOGY

Learners will complete some course activities online. Recommended technology skills include the following Internet and computer competence:

- ability to use a Web browser—such as Internet Explorer, Netscape Navigator, or Mozilla—including how to use plug-ins to support streaming audio or video
- knowledge of search engines and how to search efficiently
- ability to download files in Adobe PDF format
- competence using e-mail and protecting against viruses
- competence with Microsoft Word and PowerPoint

Help developing Web skills is available at <http://gateway.lib.ohio-state.edu/tutor/index.html>

Software requirements: This course runs on Ohio State's Carmen platform. The recommended browsers are:

- Internet Explorer 6.0 and Netscape Navigator 7.1 or higher; for PCs
- Mozilla 1.7x for Macs and Linux

Recommended operating systems are:

- Windows XP or higher
- Max OS X

Recommended Internet speeds are:

- 56K
- DSL
- cable modem

More details are available at [http://telr.osu.edu/carmen/tech\\_req/browsers.htm](http://telr.osu.edu/carmen/tech_req/browsers.htm)

## **DIVERSITY STATEMENT**

The College of Education and Human Ecology affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

The School of PAES is committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the School seeks to develop and nurture diversity, believing that it strengthens the organization, stimulates creativity, promotes the exchange of ideas, and enriches campus life. The School of PAES prohibits discrimination against any member of the school's community on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, gender identity, sexual orientation, ability status, health status, or veteran status.

## **SERVICES FOR STUDENTS WITH DISABILITIES**

Students with a documented disability who have registered with the Office for Disability Services (150 Pomerene Hall, 292-3307/292-0901 TDD) are eligible for assistance in obtaining course materials in alternative formats. Please notify me and I will assist your ODS counselor in coordinating your academic support services.

## **COURSE REQUIREMENTS**

### **TEXTS**

#### ***Required***

None

### **COURSE ASSIGNMENTS**

#### ***Individual Work***

Learning contract (5%), delivered prior to the internship

Weekly work logs (5% a week for 10 weeks, 50%)

Completion report (15%)

Signed letter of completion (25%)

Participation in discussion on line (5%)

1. Learning contract. The learning contract is a signed agreement that you submit after you have obtained your internship. You are responsible for submitting the form to the course supervisor prior to the beginning of the class. The contract form is available on the PAES website.
2. Weekly work logs. The work logs need to be submitted using the course website on a weekly basis by the end of the work day on Thursday of the week. At a minimum they contain information on the tasks performed, number of hours worked, and any problems/issues that have come up.
3. Completion Report. The completion report is delivered on line using the course website and should have three components, 1) summary of work performed, 2) lessons learned, and 3) current career objectives/plan.
4. Signed letter of completion. Until a signed letter of completion is delivered to the instructor the student can not finish the internship class. This letter is co-signed by both the employer supervisor and the student. The original copy must be provided to the instructor.
5. Participation in on line discussion. The web site requires weekly discussion and interaction.

### **Course Schedule**

1. Before first week. Obtain internship assignment and file learning contract with instructor.
2. Weeks 1-10. Complete weekly work log. Respond to discussion and interaction questions on line.
3. Final Week. Submit completion report and signed letter of completion.