

- CLASS NUMBER AND NAME:** **MN330A—Professional Development I—Internship**
- TOTAL CLOCK HOURS/UNITS:** 25 Hours/.5 unit
- PREREQUISITES:** Completion of the AOA or TTH program
- TEXT AND MATERIALS:** E-Library
Internship Packet
- CLASS DESCRIPTION:** Professional Development will provide students the opportunity to observe and participate in a series of learning experiences utilizing the skills and knowledge gained in the classroom.
- CLASS OBJECTIVES:** This internship class affords the students the opportunity to experience and understand the professional requirements necessary for employment in their field.
- CLASS FORMAT OVERVIEW:** Professional Development will utilize supervised, hands-on projects.
- COURSE ATTENDANCE:** It is critical to the student's success to attend every day. A time sheet will be required for daily attendance and production.
- GRADING:** The final grade will be based on the submission of the following:
- | | |
|--|------------|
| Completion of internship and documents | 75 percent |
| Course assignments | 25 percent |
- Grading scale:
- 90 - 100% = A
 - 80 - 89% = B
 - 70 - 79% = C
 - 60 - 69% = D
 - 50 - 0% = F
- ANTICIPATED LEARNING OUTCOMES:** Upon completing this course the student will:
1. Demonstrate the ability to use time management and organizational skills to complete daily and weekly projects.
 2. Demonstrate appropriate employment skills based on internship location and responsibilities assigned.
 3. Demonstrate customer service and teamwork ability to complete tasks with supervision in a timely manner.
 4. Have practical workplace experience by completing 25 hours of internship.

- CLASS NUMBER AND NAME:** MN330B—Professional Development II—Internship
- TOTAL CLOCK HOURS/UNITS:** 25 Hours/.5 unit
- PREREQUISITES:** MN330A—Professional Development I—Internship
- TEXT AND MATERIALS:** E-Library
Internship Packet
- CLASS DESCRIPTION:** Professional Development will provide students the opportunity to observe and participate in a series of learning experiences utilizing the skills and knowledge gained in the classroom.
- CLASS OBJECTIVES:** This internship class affords the students the opportunity to experience and understand the professional requirements necessary for employment in their field.
- CLASS FORMAT OVERVIEW:** Professional Development will utilize supervised, hands-on projects.
- COURSE ATTENDANCE:** It is critical to the student's success to attend every day. A time sheet will be required for daily attendance and production.
- GRADING:** The final grade will be based on the submission of the following:
- | | |
|--|------------|
| Completion of internship and documents | 75 percent |
| Course assignments | 25 percent |
- Grading scale:
- 90 - 100% = A
 - 80 - 89% = B
 - 70 - 79% = C
 - 60 - 69% = D
 - 50 - 0% = F
- ANTICIPATED LEARNING OUTCOMES:** Upon completing this course the student will:
1. Demonstrate the ability to use time management and organizational skills to complete daily and weekly projects.
 2. Demonstrate appropriate employment skills based on internship location and responsibilities assigned.
 3. Demonstrate customer service and teamwork ability to complete tasks with supervision in a timely manner.
 4. Have practical workplace experience by completing 25 hours of internship.

- CLASS NUMBER AND NAME:** MN330C—Professional Development III—Internship
- TOTAL CLOCK HOURS/UNITS:** 25 Hours/.5 unit
- PREREQUISITES:** MN330B—Professional Development II—Internship
- TEXT AND MATERIALS:** E-Library
Internship Packet
- CLASS DESCRIPTION:** Professional Development will provide students the opportunity to observe and participate in a series of learning experiences utilizing the skills and knowledge gained in the classroom.
- CLASS OBJECTIVES:** This internship class affords the students the opportunity to experience and understand the professional requirements necessary for employment in their field.
- CLASS FORMAT OVERVIEW:** Professional Development will utilize supervised, hands-on projects.
- COURSE ATTENDANCE:** It is critical to the student's success to attend every day. A time sheet will be required for daily attendance and production.
- GRADING:** The final grade will be based on the submission of the following:
- | | |
|--|------------|
| Completion of internship and documents | 75 percent |
| Course assignments | 25 percent |
- Grading scale:
- 90 - 100% = A
 - 80 - 89% = B
 - 70 - 79% = C
 - 60 - 69% = D
 - 50 - 0% = F
- ANTICIPATED LEARNING OUTCOMES:** Upon completing this course the student will:
1. Demonstrate the ability to use time management and organizational skills to complete daily and weekly projects.
 2. Demonstrate appropriate employment skills based on internship location and responsibilities assigned.
 3. Demonstrate customer service and teamwork ability to complete tasks with supervision in a timely manner.
 4. Have practical workplace experience by completing 25 hours of internship.

- CLASS NUMBER AND NAME:** **MN330D—Professional Development IV—Internship**
- TOTAL CLOCK HOURS/UNITS:** 25 Hours/.5 unit
- PREREQUISITES:** MN330C—Professional Development III—Internship
- TEXT AND MATERIALS:** E-Library
Internship Packet
- CLASS DESCRIPTION:** Professional Development will provide students the opportunity to observe and participate in a series of learning experiences utilizing the skills and knowledge gained in the classroom.
- CLASS OBJECTIVES:** This internship class affords the students the opportunity to experience and understand the professional requirements necessary for employment in their field.
- CLASS FORMAT OVERVIEW:** Professional Development will utilize supervised, hands-on projects.
- COURSE ATTENDANCE:** It is critical to the student's success to attend every day. A time sheet will be required for daily attendance and production.
- GRADING:** The final grade will be based on the submission of the following:
- | | |
|--|------------|
| Completion of internship and documents | 75 percent |
| Course assignments | 25 percent |
- Grading scale:
- 90 - 100% = A
 - 80 - 89% = B
 - 70 - 79% = C
 - 60 - 69% = D
 - 50 - 0% = F
- ANTICIPATED LEARNING OUTCOMES:** Upon completing this course the student will:
1. Demonstrate the ability to use time management and organizational skills to complete daily and weekly projects.
 2. Demonstrate appropriate employment skills based on internship location and responsibilities assigned.
 3. Demonstrate customer service and teamwork ability to complete tasks with supervision in a timely manner.
 4. Have practical workplace experience by completing 25 hours of internship.