



CTE Internship Engineering Syllabus

Credit Hours: 1 Credit, meets CTE or elective requirement.

Academic Term: 1 Year: 1st and 2nd Semester (July 22nd 2019 – May 20th 2020)

Instructor: Mr. Jason Sixkiller

Office and Tutor Hours: 2:20 – 3:30 M-W; Please notify instructor if you plan on attending office hours as I might have additional school responsibilities.

E-mail: jason.sixkiller@husd.org messages will be addressed within 24-48 business hours.

Telephone: 480-279-7422; incoming calls are directed to voicemail. Please leave a message and I will return your call within 24-48 business hours.

Course Description:

The major focus of the Internship class is to expose students to working in an engineering environment. Students will get a chance to employ engineering skills to solve specific problems given to them by the internship sponsor. The students will also be given instruction in the soft skills necessary for success in getting a job. Soft skills will give the student capabilities in creating a resume, interview techniques and professional communications via emails and correspondence.

Course Materials:

- Single subject notebook (Quad-ruled is preferred)
- Pencils with erasers and pens
- A valid email (appropriate address name)
- **Transportation-** Students will be responsible for their own transportation to and from their internship location, if applicable. The school and the internship sponsor are not responsible for providing transportation.

Grading:

Class Work	20%
Assignments, Notebook, Presentations, Quiz	
Assessments – On The Job	60%
Time logs, and work-related evaluations and progress reports, Presentations	
Final Project	20%
Total	100%

Grades

Percentage	Grade
90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
Below 60	F

Class Work

Completion of class work is mandatory for success in this course. Failure to turn in an assignment on time will result in a zero score

Failure to follow these guidelines will result in loss of credit.

1. **All** work must be done in the assigned format
2. **All** work needs to be shown legibly.
3. **All** work must be on time or all credit will be lost

Students excused for school sponsored activities will be expected to complete work as if in class. Students who know they will be missing class must ask for the assignment(s) in advance. Note: This is for all those in sports, cheer, band, choir, field trips, or any other school sponsored activity.

Quizzes will be given primarily during the 1st quarter of the school year to reinforce soft skill applications.

Assignments will be done frequently and worked on in and outside of class. Assignments will typically be completed individually. Many assignments will require the use a home computer with internet access.

Presentations will be done frequently throughout the year. Students will practice their presentation and interview skills.

Notebooks will be maintained by the student. The notebook will consist of everything the student does in this class throughout the year.

Assessments

Time Logs are the responsibility of the student. Students will need to update and turn in their time logs to the instructor at the end of each week. Students will also need to acquire the necessary signatures from the on-site supervisor.

Evaluations and Progress Reports are to be completed by the teacher and sponsor. These will be done regularly and is the responsibility of the student to communicate with the sponsor when these are due.

Presentations will be given by the student or team to communicate the progress of projects and/or what the student is learning on the job. Presentation can take place at school or on-site. It is the student's responsibility to communicate dates and locations of the presentations.

Time logs and any work documentation should be turned in on a weekly basis for grading.

Final Project

There will be a final project due when the internship is completed. This is done with the concurrence and support of the internship sponsor. Note, the business partner may have established projects the student will need to complete by alternative due dates. There may be additional projects done throughout the year dependent on time constraints.

Late Work:

Any homework, project or assignment **will receive a zero** unless you have an excused absence. You will have two days to complete the assignment from when you return unless other arrangements have been made with the instructor.

Make-up

If you have an un/excused absence, it is *your responsibility* to get it made up. Make-ups need to be done in a timely manner. Failure to take a missed quiz or exam within 5 school days upon returning will result in a zero. Any absence that is unexcused will result in a zero for any quiz missed.

Behavior:

Respect for teachers, students, the learning process, and our campus is expected at all times.

Classroom Rules:

- Cell phone use is permitted only for educational purposes
- No food or gum
- Only water is permitted
- Be on time
- Work to the bell. Do not line up at the door.
- Earbuds are permitted only during individual worktime
- 10-10-10: No one leaves the classroom the first **10** minutes of class, last **10** minutes of class, and student is absent if late more than **10** minutes.
- One person to the restroom at a time. Students must sign out/in.

All school rules outlined in the student handbook as they pertain to electronics, dress code, food and drink, language, and behavior will be strongly enforced in this class. Students who do not adhere to the school rules, classroom expectations or interrupt the educational process will first be given a verbal warning, then be assigned ASD, and finally receive a referral to administration.

Absences:

A student will be considered absent from class if they enter the classroom more than ten minutes after the designated start time. If the student has a valid reason to be late to class, it will be an excused absence. The absence will be considered unexcused if the student is late without being excused by the school administration or the parent signing in the child late.

Tardy Policy

If you are tardy to class, your entrance is disruptive to the learning process, and you miss information necessary for your success. After 3 tardies, students will be given after school detention. Students who are more than 10 minutes tardy will be marked absent.

Discipline

The following consequences exemplify the order of actions taken by the instructor when a student violates the HHS Student Code of Conduct (includes tardies)

- 1. Student Conference**
- 2. Student Conference, Parent Phone Call, and After School Detention Warning**
- 3. After School Detention with teacher**
- 4. Office Referral**

Rules at Business Partners

You will be representing Higley High School as well as yourself at your assigned business internship. Any conduct issues will be reported to the School Administration resulting in possible termination of the student internship assignment. Students are to be respectful and courteous at all times.

The student will also have to comply with any safety and behavior rules at the respective business they are assigned. Attendance policy at the business must also be followed. Any violations of these rules could result in termination of the internship.

Students will comply with all items of the **Internship Agreement Form**. Failure to do so may result in termination, loss of credit, and/or reassignment.

Teacher Page:

[Click here](#) to access my teacher website. The course information will be located here along with a contact information. Most all of the course curriculum will be accessed through Canvas. [Click here](#) for access to Canvas. Students will receive access to the course site and parents will have access as well.

Grades:

Parents and students may check their grades on Synergy. [Click here](#) to access Synergy. Contact the office if you do not have access to Synergy. Grades will be updated weekly.

**Syllabus Acknowledgement
CTE Internship Engineering, 2019-2020**

I acknowledge that I have accessed/received, read, and understand the Engineering Internship syllabus in its entirety.

Printed Student Name

Student Signature

Date

Student E-mail

I also acknowledge I have shared this syllabus with my parents as evidenced by his/her/their signature(s)

Printed Parent Name

Parent Signature

Date

Parent Email and Phone Number

Additional Information/Questions:
