

CLASS NUMBER AND NAME: MNN330A—PROFESSIONAL DEVELOPMENT I—Internship

TOTAL CLOCK HOURS/UNITS: 30 HOURS/1 UNIT

PREREQUISITES: Completion of the ABPN or TTHN program
Minimum 3.2 GPA, 90 percent attendance, and 40 wpm

TEXT AND MATERIALS: ProQuest e-Library
Internship Packet

CLASS DESCRIPTION: Professional Development I will provide students the opportunity to observe and participate in a series of learning experiences utilizing the skills and knowledge gained in the classroom. A minimum GPA of 3.2 or more, a minimum of 90% attendance, and a typing speed of 40 wpm are required to participate in an internship. At the discretion of the internship site, a background check and health screening may be required. For those students who do not meet these requirements, an independent course of study will be required under the direction of the Department Head.

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.

REQUIREMENTS: Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.

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.

CLASS NUMBER AND NAME: MNN330B—PROFESSIONAL DEVELOPMENT II—Internship

TOTAL CLOCK HOURS/UNITS: 30 HOURS/1 UNIT

PREREQUISITES: MNN330A—Professional Development I—Internship
Minimum 3.2 GPA, 90 percent attendance, and 40 wpm
May be taken concurrently with other MNN330 classes

TEXT AND MATERIALS: ProQuest e-Library
Internship Packet

CLASS DESCRIPTION: Professional Development II will provide students the opportunity to observe and participate in a series of learning experiences utilizing the skills and knowledge gained in the classroom. A minimum GPA of 3.2 or more, a minimum of 90% attendance, and a typing speed of 40 wpm are required to participate in an internship. At the discretion of the internship site, a background check and health screening may be required. For those students who do not meet these requirements, an independent course of study will be required under the direction of the Department Head.

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.

REQUIREMENTS: Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.

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.



Business - Law - Technology - Medical

CLASS NUMBER AND NAME: MNN330C—PROFESSIONAL DEVELOPMENT III—Internship

TOTAL CLOCK HOURS/UNITS: 30 HOURS/1 UNIT

PREREQUISITES: MNN330B—Professional Development II—Internship
Minimum 3.2 GPA, 90 percent attendance, and 40 wpm
May be taken concurrently with other MNN330 classes

TEXT AND MATERIALS: ProQuest e-Library
Internship Packet

CLASS DESCRIPTION: Professional Development III will provide students the opportunity to observe and participate in a series of learning experiences utilizing the skills and knowledge gained in the classroom. A minimum GPA of 3.2 or more, a minimum of 90% attendance, and a typing speed of 40 wpm are required to participate in an internship. At the discretion of the internship site, a background check and health screening may be required. For those students who do not meet these requirements, an independent course of study will be required under the direction of the Department Head.

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.

REQUIREMENTS: Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.

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.

CLASS NUMBER AND NAME: MNN330D—PROFESSIONAL DEVELOPMENT IV—Internship

TOTAL CLOCK HOURS/UNITS: 30 HOURS/1 UNIT

PREREQUISITES: MNN330C—Professional Development III—Internship
Minimum 3.2 GPA, 90 percent attendance, and grad speed
May be taken concurrently with other MNN330 classes

TEXT AND MATERIALS: ProQuest e-Library
Internship Packet

CLASS DESCRIPTION: Professional Development IV will provide students the opportunity to observe and participate in a series of learning experiences utilizing the skills and knowledge gained in the classroom. A minimum GPA of 3.2 or more, a minimum of 90% attendance, and a typing speed of 40 wpm are required to participate in an internship. At the discretion of the internship site, a background check and health screening may be required. For those students who do not meet these requirements, an independent course of study will be required under the direction of the Department Head.

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.

REQUIREMENTS: Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.

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.