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NRGY 298.50: Energy Technology Internship

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DEPARTMENT OF APPLIED COMPUTING AND ELECTRONICS
ENERGY TECHNOLOGY PROGRAM

Bradley Layton

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Energy Technology Internship

Course Number: NRGY 298
Credits: 2
Meeting times: online, remote, or by appointment
Instructor: Bradley Layton
406-243-7865
bradley.layton@umontana.edu

Office Hours: TR 9:00-11:00 by appt.

Pre-/Co-requisites: Instructor consent

Course Description Students complete a field experience at an energy-related site or in an energy-related industry. A series of career development documents and activities related to the field experience are completed in parallel.

Course Objectives Upon completion of this course, the student will:

- Complete 90 hours of service in a professional working environment
- Demonstrate technical skills and professionalism while completing service in an occupationally related setting
- Be further prepared for employment
- Learn how to write an effective cover letter
- Learn how to prepare an effective resume
- Learn how to produce an outstanding portfolio

Assessment

- Online Classroom Participation 10%
- Portfolio, Cover Letter, and Resume Completion 20%
- Field Experience Presentation or Write-up 30%
- Field Experience Supervisor Assessment 40%

Grading

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
< 60	F

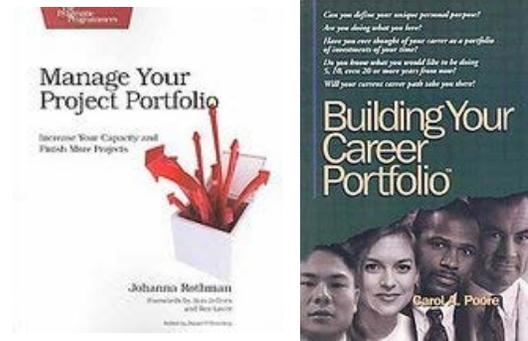
Field Experience Requirements

Students are responsible for completing the following:

- Secure an internship position
- Complete and submit “Learning Agreement” paperwork prior to initiating field work. Completed paperwork must include approval signatures from the Site Supervisor and Supervising Faculty Member. **No hours toward the field experience will be recorded until paperwork is complete. Forms:** <http://ace.cte.umt.edu/students/interns.html>.
- Complete and submit the “Learning Agreement Goals”
- Complete and submit weekly field experience time cards (available online) to faculty (fax or email with cover sheet to Instructor’s attention)
- Complete 90 hours of supervised work at the “Learning Agreement” site
- Coordinate completion of mid-term and final evaluation with Internship Site Supervisor **Students are responsible for finding their own internships.** Faculty members are available to assist by providing personal contacts or writing letters of recommendation.

Relevant Textbooks for Portfolio Preparation

1. Manage Your Project Portfolio: Increase Your Capacity and Finish More Projects (1st edition) by Johanna Rothman, Ron Jeffries (Foreword By), Tim Lister (Foreword By), Daniel H. Steinberg (Editor) ISBN-13: 9781934356296.
2. Building Your Career Portfolio: by Carol Poore ISBN-13: 9781564145406



Classroom Requirements Students are required to complete participate in a number of career preparation activities including

- completion of a cover letter, resume, and portfolio. Additionally, a final presentation or write-up describing the student's internship experience is required. Further details will be presented in the online class shell.

Accommodations for Disabilities

- Eligible students with disabilities will receive appropriate accommodations in this course when requested in a timely manner. Please be prepared to provide the instructor with a letter from the DSS Coordinator and a description of the requested accommodation after class or by appointment with the instructor.

Other Important Notes

- The grade Incomplete "I" will be assigned to students that have not completed the field experience requirements by the end of the semester. It is the responsibility of the student to coordinate completion of the field experience with both the instructor and an internship supervisor. Students have one year to complete the field experience before the "I" grade option reverts to an "F" grade.
- Previous work experience cannot be used for the field experience.

Classroom Topic Outline

1. Introduction to Course
2. Career Services at the University of Montana
3. Specific Details for Field Experiences
4. Resume
5. Cover Letters
6. Interview Strategies (upon request)
7. Employment Portfolios (examples made available)

Email policy at UM

According to the new University email policy effective on 1 July 2007, an "employee must use *only* UMM assigned student email accounts for all email exchanges with students, since such communication typically involves private student information." This means that you *must* send any correspondence through your GrizMail account. For more information on setting up and using your GrizMail account, please go to <http://www.umt.edu/it/email/studentemail.htm>.