

**Tompkins Cortland Community College**

**Master Course Syllabus**

**Course Discipline and Number: ALEX 232**

**Year: 2023-2024**

**Course Title: Project-Based Learning**

**Credit Hours: 2**

**I. Course Description:** This course is designed to provide internship opportunities aligned with unique student interests and community opportunities. Placements will be selected to demonstrate and encourage adaptability, independent and collaborative problem-solving, communication, and digital fluency. Students may receive instruction and can participate in experiential activities in the areas of project management, personal and workplace skills, oral and written communication techniques, and networking. Students will work with a faculty mentor and an external supervisor to address and solve real-world problems through inquiry and creativity. Credit may be granted for multiple unique project experiences. Prerequisites: Instructor permission. 2 credits (6 Lab) Fall and Spring semesters.

**II. Additional Course Information:**

1. This course meets the SUNY requirements for Applied Learning Experiences as an Internship.
2. For placement at an off-campus location, students will be responsible for their own transportation.
3. Each student will work with the instructor to determine an appropriate internship opportunity.
4. The student will work a minimum of 60 hours (paid or unpaid) at the internship location.
5. In addition to materials (articles, text, videos) assigned by the instructor, the student may be assigned materials by the workplace supervisor.

**III. Student Learning Outcomes**

Upon successful completion of this course, students will be able to:

1. Apply information and skills learned in other classes and real-world settings, including flexibility, critical thinking, collaboration, communication, and ethical behavior.
2. Work within a team environment to address and solve real-world problems or resolve real-world scenarios.
3. Deliver a culminating presentation in oral or written format, demonstrating effective use of technology.
4. Demonstrate leadership skills and/or enhanced personal responsibility in the workplace.

**IV. Tompkins Cortland General Education & SUNY Competency Goals**

☒ **Critical thinking (Tompkins Cortland GE Goal; SUNY Competency)**

The student will be required to work with various team members within the workplace to help solve real-world problems and concerns in a timely fashion.

☒ **Social/Global Awareness**

The student will need to accomplish various activities by working closely with team members in a manner that is in accordance with the organization's standard of ethics and methods of communication.

## ☒ Information Management

The student will be assigned various tasks that will require research and practical application to solve real-world problems.

☐ This course does not address either of these Tompkins Cortland or SUNY General Education Goals.

## V. Essential Topics/Themes

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| 1. To be determined in conjunction with instructor and organization supervisor. |
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## VI. Methods of Assessment/Evaluation

Method	% Course Grade
1. Successful completion of pre-internship materials (readings and videos)	5% - 10%
2. Successful completion of mid-term report submitted to faculty mentor	15% - 25%
3. Successful completion of end of internship report submitted to faculty mentor	25% - 40%
4. Successful completion of duties according to supervisor at the workplace	35% - 50%

## VII. Texts – indicate whether required or recommended and note if used for more than one course (list courses)

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| 1. To be determined by faculty or business internship mentor as necessary. |
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## VIII. Bibliography of Supplemental Materials – None recommended

## IX. Other Learning Resources – None specified

**Attendance Policy:** *To maintain good grades, regular attendance in class is necessary. Absence from class is considered a serious matter and absence never excuses a student from class work. It is the responsibility of all instructors to distribute reasonable attendance policies in writing during the first week of class. Students are required to comply with the attendance policy set by each of their instructors. Students are not penalized if they are unable to attend classes or participate in exams on particular days because of religious beliefs, in accordance with Chapter 161, Section 224-a of the Education Law of the State of New York. Students who plan to be absent from classroom activity for religious reasons should discuss the absence in advance with their instructors. See college catalog for more information.*

**Services for Students with Disabilities:** *It is the College's policy to provide, on an individual basis, appropriate academic adjustments for students with disabilities, which may affect their ability to fully participate in program or course activities or to meet course requirements. Students with disabilities should contact the Coordinator of Access and Equity Services, to discuss their particular need for academic adjustments. All course materials are available in alternate formats upon request.*

**Academic Integrity:** *Every student at Tompkins Cortland Community College is expected to act in an academically honest fashion in all aspects of his or her academic work: in writing papers and reports, in taking examinations, in performing laboratory experiments and reporting the results, in clinical and cooperative learning experiences, and in attending to paperwork such as registration forms.*

*Any written work submitted by a student must be his or her own. If the student uses the words or ideas of someone else, he or she must cite the source by such means as a footnote. Our guiding principle is that any honest evaluation*

*of a student's performance must be based on that student's work. Any action taken by a student that would result in misrepresentation of someone else's work or actions as the student's own — such as cheating on a test, submitting for credit a paper written by another person, or forging an advisor's signature — is intellectually dishonest and deserving of censure.*

*Several degree programs offer student learning opportunities (such as internships, field work, and clinical experiences) outside the standard classroom setting. As part of the learning process, students must understand and engage in conduct that adheres to principles guiding employment within the professional workplace. These behaviors include, but are not limited to, academic integrity, accountability, reliability, respect, use of appropriate language and dress, civility, professional ethics, honesty, and trustworthiness. Disciplinary action may be initiated for inappropriate conduct occurring while participating in any course-related project or event.*