



COURSE SYLLABUS

INMT 2388 Internship Manufacturing Technology Technician

Catalog Description: A work base leaning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Lecture Hrs = 0, Lab Hrs = 9

Prerequisite(s): Completion of Training Petroleum Tech I and II Certificate

Semester Credit Hours: 3

Lecture Hours per Week: 0

Lab Hours per Week: 9

Contact Hours per Semester: 144

State Approval Code: 4603010000

Course Subject/Catalog Number: INMT 2388

Course Title: Internship Manufacturing Technology Technician

Course Rationale:

This course is to provide the student real work experience working for a company in the oil and gas industry.

Instructional Goals and Purposes:

The purpose of this course is to provide students with basic skills useful in the oil and gas industry.

Specific Course Objectives (includes SCANS):

After completing the internship term, the students will be able to accomplish the following objectives:

- 1) Discuss the procedure for identifying a probable employer. (1A-i, 1A-ii, 1A-iv, 1B-iii, 1B-iv, 1C-i, 1C-iv, 2A-I, 2A-iii, 2B-I, 2C-i, 2C-ii, 2C-iii, 2D-ii, 2D-iii, 2E-ii)
- 2) Discuss the interview process. (1A-i, 1A-ii, 1A-iv, 1B-iii, 1B-iv, 1C-i, 1C-iv, 2A-I, 2A-iii, 2B-I, 2C-i, 2C-ii, 2C-iii, 2D-ii, 2D-iii, 2E-ii)
- 3) Detail the job acceptance criteria. (1A-i, 1A-ii, 1A-iv, 1B-iii, 1B-iv, 1C-i, 1C-iv, 2A-I, 2A-iii, 2B-I, 2C-i, 2C-ii, 2C-iii, 2D-ii, 2D-iii, 2E-ii)
- 4) Discuss the job orientation (1A-i, 1A-ii, 1A-iv, 1B-iii, 1B-iv, 1C-i, 1C-iv, 2A-I, 2A-iii, 2B-I, 2C-i, 2C-ii, 2C-iii, 2D-ii, 2D-iii, 2E-ii)
- 5) Explain the writing of weekly reports. (1A-i, 1A-ii, 1A-iv, 1B-iii, 1B-iv, 1C-i, 1C-iv, 2A-I, 2A-iii, 2B-I, 2C-i, 2C-ii, 2C-iii, 2D-ii, 2D-iii, 2E-ii)
- 6) Detail job activities(1A-i, 1A-ii, 1A-iv, 1B-iii, 1B-iv, 1C-i, 1C-iv, 2A-I, 2A-iii, 2B-I, 2C-i, 2C-ii, 2C-iii, 2D-ii, 2D-iii, 2E-ii)

Methods of Instruction/Course Format/Delivery

Students will accept the guidelines and regulation of the host company.

Students will provide weekly work reports to the instructor.

The host company will submit an evaluation of the student's performance at the internship.

Assessment:

Assessment will be based on the weekly reports and the employer evaluation.

Course Grade:

The grade will be determined by:

- Weekly Report – 50%
- Employer Evaluation – 50%

Textbook, Materials and Supplies:

- None

Secretary of Labor's Commission on Achieving Necessary Skills (SCANS)

1. BASIC SKILL COMPETENCIES

A. Basic Skills

- i. **Reading:** Locate, understand and interpret written information in prose and in documents such as manuals, graphs and schedules.
- ii. **Writing:** Communicate thoughts, ideas, information and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.
- iii. **Arithmetic & Mathematical Operations:** Perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.
- iv. **Listening:** Receive, attend to, interpret, and respond to verbal messages and other cues.
- v. **Speaking:** Organize ideas and communicate orally.

B. Thinking Skills

- i. **Creative Thinking:** Generate new ideas.
- ii. **Decision Making:** Specify goals and constraints generate alternatives, consider risks and evaluate and choose the best alternative.
- iii. **Problem Solving:** Recognize problems and devise and implement plan of action.
- iv. **Visualize ("Seeing Things in the Mind's Eye"):** Organize and process symbols, pictures, graphs, objects, and other information.
- v. **Knowing how to learn:** use efficient learning techniques to acquire and apply new knowledge and skills
- vi. **Reasoning:** Discover a rule or principle underlying the relationship between two or more objects and apply it when solving a problem.

C. Personal Qualities

- i. **Responsibility:** Exert a high level of effort and persevere toward goal attainment.
- ii. **Self-Esteem:** Believe in one's own self-worth and maintain a positive view of oneself.
- iii. **Sociability:** Demonstrate understanding, friendliness, adaptability, empathy, and politeness in group settings.
- iv. **Self-Management:** Assess oneself, set personal goals, monitor progress, and exhibit self-control.
- v. **Integrity & Honesty:** Choose ethical courses of action.

2. WORKPLACE COMPETENCIES

A. Resources:

- i. **Time:** Select goal-relevant activities, rank them, allocate time, and prepare and follow schedules.
- ii. **Money:** Use or prepare budgets, make forecasts, keep records, and make adjustments to meet objectives.
- iii. **Material & Facilities:** Acquire, store, allocate, and use materials or space efficiently.
- iv. **Human Resources:** Assess skills and distribute work accordingly, evaluate performance and provide feedback.

B. Interpersonal Skills:

- i. **Participate as Member of a Team:** Contribute to group effort.
- ii. **Teach Others New Skills.**
- iii. **Serve Clients/ Customers:** Work to satisfy customers' expectations.
- iv. **Exercise Leadership:** Communicate ideas to justify position, persuade & convince others, responsibly challenge existing procedures & policies.
- v. **Negotiate:** Work toward agreements involving exchange of resources, resolve divergent interests.
- vi. **Work with Diversity:** Work well with men and women from diverse backgrounds.

C. Information:

- i. **Acquire and Evaluate Information.**
- ii. **Organize and Maintain Information.**
- iii. **Interpret and Communicate Information.**
- iv. **Use computers to process information.**

D. Systems:

- i. **Understand Systems:** Know how social, organizational and technological systems work and operate effectively with them.
- ii. **Monitor & Correct Performance:** Distinguish trends, predict impacts on system operations, and diagnose deviations in systems' performance.
- iii. **Improve or Design Systems:** Suggest modifications to existing systems and develop new or alternative systems to improve performance.

E. Technology

- i. **Select Technology:** Choose procedures, tools or equipment including computers and related technologies.
- ii. **Apply Technologies to Task:** Understand overall intent and proper procedures for setup and operation of equipment.
- iii. **Maintain and Troubleshoot Equipment:** Prevent, identify, or solve problems with equipment, including computers and other technologies.