

## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: 8/29/24

Department: **TWL**

College of: **Technology**

Contact Person: **Andy Klenke**

Prefix: **Dr.**

Create New, Revise, Inactivate, or Reactivate: **New**

Course #: **ID400**

### Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

#### 1. Purpose/Justification for the Changes:

The Industrial Distribution internship course has students apply ID strategies and content into real-world applications. Students will practice operational and financial analyses, organizational effectiveness, warehousing management/inventory control as well as cooperative and problem solving skills.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

Yes       No

3. Is this course to be considered for General Education?

*If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.*

Yes       No

4. Will this course be required of any education majors?

*If "yes," this requirement will need approval of the Council for Teacher Education before upload to "College Curriculum Legislation" in SharePoint.*

Yes       No

5. Will additional resources or costs be required?

Yes       No

If so, what will be needed?

Initially, the program will utilize existing classes, labs and faculty for content delivery. As the program increases in enrollment, adjuncts or an additional faculty specialized in Industrial Distribution MAY be needed to accommodate increased numbers and specialized content in the Industrial Distribution courses.

6. Will any additional course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?  
 If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

Yes       No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

**Attach with upload.**

8. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus:

**Attach with upload.**

**Course Numbers cannot be changed, only created.**

	Existing	New/Proposed
Title:		Internship for Industrial Distribution
Course Number:		<b>400</b>
Credits:		<b>1-6 CH</b>
Grading System:	<b>Select One</b>	<b>A-F, IN</b>
Pre/Co-Requisite(s):		None
Course Description:		ID-400 Internship for Industrial Distribution is a supervised work experience that incorporates what a student has learned in Industrial Distribution courses; applying skillsets associated with inventory control/management, product variation, channel member and their services provided, and distribution topics such as operational analysis and effectiveness. Students will learn to work as a member of a team employing cooperative skills, and develop problem solving skills while working in industry. Each student will complete 40 hours of experience for each credit hour requested.

## Authorization Sign-Off

### Checklist

- Required fields completed.
- Syllabus attached for new courses
- Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 8/29/2024

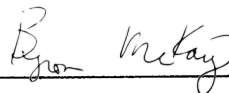
Signature, Chair/Director: \_\_\_\_\_



-Approved: College Curriculum Committee

Date: 11/13/24

Signature, Committee Chair: \_\_\_\_\_



-Approved: Dean of College

Date: 11/13/24

Signature, Dean: \_\_\_\_\_



-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: \_\_\_\_\_

Signature, Committee Chair: \_\_\_\_\_

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

Originating Department(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

**Pittsburg State University**  
**Department of Technology and Workforce Learning**  
**Bachelor of Science in Industrial Distribution Program**

**COURSE TITLE:** ID 400-01 Internship for Industrial Distribution

**COURSE SCHEDULE:** By Appointment

**INSTRUCTOR:** Staff

Office: E222

Phone: 620-235-4371

E-mail: [staff@pittstate.edu](mailto:staff@pittstate.edu)

Fax: 620-235-4020

**COURSE DESCRIPTION:** ID-400 Internship for Industrial Supervision is a supervised work experience that incorporates what a student has learned in Industrial Distribution courses; and applying skillsets associated with inventory control/management, product variation, channel member and their services provide, and distribution topics such as operational analysis and effectiveness. Students will learn to work as a member of a team employing cooperative skills, and develop problem solving skills while working in industry. Each student will complete 40 hours of experience for each credit hour requested.

**COURSE OBJECTIVES:** By the end of the course, the student:

- will be able to apply program content experiences, techniques and concepts to a job.
- will demonstrate the necessary proficiencies and competencies for academic credit.
- will learn job dynamics to include teamwork, cooperative skills and problem-solving.

**TENTATIVE SCHEDULE OF ACTIVITIES/ASSIGNMENT STRATEGIES**

**ID 400-1 Internship for Industrial Distribution (3 Credit Hours)**

WEEK	CLASS CONTENT	ASSIGNMENTS/ASSESSMENTS
Week 1	Introduction	Complete and Submit Form A Complete and Submit Form B Review Canvas, Read Syllabus and Policies
40 Hours	Form C	Complete Form C : Log of Activities and Summary Sheet
60 Hours	Mid-Course Employer Assessment	Supervisor Completes Form E1 Mid-Course Evaluation to Instructor via Email
80 Hours	Form C	Complete Weekly Log of Activities, Complete Form C
120 Hours	Form C	Complete Weekly Log of Activities, Complete Form C Prepare final report and presentation.
Week Following Final 120 hours	Presentation, Final Report Forms E&F	Complete Form D – Student Evaluation of Internship Submit Final Report, Present PowerPoint on Internship, Submit Forms D Supervisor Submits Form E2 Final Evaluation to Instructor via Email

## **GRADING SYSTEM:**

Grades will be assigned for the course based on the performance and submission of required paperwork.

The relative importance of each category of grades is given by:

40 Hour Reports	20%
Midterm Supervisor Report	30%
Final Reports	50%

Grades will be assigned based on the following percentages:

<b>90 – 100</b>	<b>A</b>
<b>80 – 89</b>	<b>B</b>
<b>70 – 79</b>	<b>C</b>
<b>60 – 69</b>	<b>D</b>
<b>0 – 59</b>	<b>F</b>

Grades will be posted as soon as possible after submissions, usually within 48 hours. However, some delays can occur. At minimum, grades will be posted every week, including mid-term and final grades.

## **GENERAL REQUIREMENTS:**

**Work Submission:** Assignments and documents will be posted to the Canvas Learning Management System unless other means is specified. Further instruction and assistance will be provided in the management of assignments through the Canvas LMS.

**Academic integrity** in this class is a top priority. Since the majority of this course is based on your experience each week, you should explain these experiences in your own words. If you are caught cheating or have plagiarized an assignment, the instructor has the right to drop you, award you an.

**Attendance:** Attendance is defined as participating in the class during each given week through Canvas LMS. The instructor reserves the right to drop students for failure to participate. More than two absences will be considered excessive.

**Late Work:** The instructor reserves the right to award zero points for late submissions. Late work/submissions will not be accepted except under the following listed circumstances. No make-ups for missed assignments unless you have documentation for the following:

1. Organized PSU trip
2. Illness of student
3. Illness or death in immediate family (spouse, child, parents, and sibling)

Each one of these will require either a doctor's statement or a signed statement from the individual in charge of the trip. It should be noted that the employer will need to be notified and provided documentation in addition to the instructor.

Respondus LockDown Browser, Respondus Monitor, and Turnitin could be used in this course if a student's work is questionable. Many universities and associations believe that using more than 5-10% of other's work in your document (even if quoted and cited correctly) is too much; that you haven't done enough original work. PSU subscribes to Turnitin which checks how much of your work is original. This is not just used to check for plagiarism but also for originality. Turnitin's similarity index should be no more than 10%. If the similarity index of a student's submission is more than 10%, the instructor has the right to deduct points or drop you or award you a failure grade.

Pittsburg State University encourages students to take full advantage of campus resources. Information about the campus resources and other information, notifications, and policies (academic integrity, dead week, etc.) students should be aware of, can be found through the syllabus supplement link for the current semester that can be found on PSU's web site at [chrome-https://www.pittstate.edu/registrar/files/documents/syllabus-supplement-spring-2024-1.pdf](https://www.pittstate.edu/registrar/files/documents/syllabus-supplement-spring-2024-1.pdf).

**GENERAL JOB REQUIREMENTS:** Students will be required to comply with the rules/regulations/policies associated with their internship employment. This includes but is not limited to work schedules, dress codes, and conduct.

# Pittsburg State University – Technology & Workforce Learning

## **ID 400-01 Internship for Industrial Distribution Guidelines**

### **Site Qualification for Internship**

To qualify as an acceptable site for completion of an Internship, the site must:

1. Be a technology-related company which uses distribution practices.
2. Have a direct supervisor.
3. Provide a real-world experience relating to the Industrial Distribution curriculum where the student can develop technical, managerial and personal skills.

Unacceptable sites for completion of an Internship include:

1. Any site where the student would be unsupervised by someone that can attest to the personal, managerial and technical skills development during the course of the Internship.
2. Freelancing from your home.
3. More than one company during one internship period.

### **Type of Work Activities for Internship**

To qualify as acceptable work-related activities for completion of an Internship, the job must involve:

1. Activities directly related to the personal, technical and managerial skills taught in the Industrial Distribution curriculum.
2. The input/manipulation/output of data, and/or distribution of software, data, people or products.

### **Company Expectations**

This program should not be used to take advantage of students, so the following expectations are employed for the internship:

1. An average workweek for hourly employees which is 40 hours. Students will need to complete 40 hours per credit hour completed. The hours worked per day or week will be agreed upon by the company and the student. .
2. Students should earn at least a minimum wage for their contributions to the company. Students should not work for free.
3. Employer/supervisor will provide coaching/guidance on job skills and provide constructive feedback to the student and PSU faculty on the student. The employer will also provide feedback to PSU on what skillsets students need to develop in when employed as interns.

# Pittsburg State University – Technology & Workforce Learning

## Time Frame

The Student must complete a total of 40 hours of work at the Internship site for each credit hour earned. Hours will not count towards the Internship prior to the student enrolling in the course and Forms A and B being submitted and approved.

## Grading

Grades will be assigned for the course on a A-F/Incomplete grading scale.

**Your grade will be based on the completion of the work submitted during the internship.**

You must complete all of the following items by the due date of work assigned:

1. Form A – Intent to Enroll
2. Form B – Internship Agreement (signed by Supervisor, Coordinator and Dept. Chair)
3. Form C – Weekly Reports, timely submitted, covering 320 hours of work at the Site
4. Form D – Final Summative Report
5. Form E – Employer Evaluation of the Student
6. Form F – Employer Evaluation of the Internship Program

**You will be dropped from the course, if:**

1. Form B – Intent to Enroll is not submitted prior to the first day of the semester.
2. More than one weekly report is more than one week late.
3. No weekly reports are submitted by the end of the 4<sup>th</sup> week.

**You will receive a failing grade for the course, if:**

1. You are fired or released from the site due to misconduct, attendance, or other issues.
2. All requirements are not completed by the date grades are due and you do not qualify for an incomplete based on the following requirements.

**You will receive an incomplete grade for the course, if:**

1. You have not completed the work hour per credit requirement and have communicated and submitted a plan for completion.
2. There are extenuating circumstances that limit your ability to complete all requirement by the date grades are due and that have been communicated to the Coordinator.

The grade of “Incomplete” will remain in the system for one semester. At that point, if accommodations are not made, the incomplete will automatically turn into an F..



# Pittsburg State University – Technology & Workforce Learning

## Form A—Intent to Enroll in Internship

**Submit to Coordinator.**

Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Course Instructor: \_\_\_\_\_

Major: \_\_\_\_\_

Emphasis: \_\_\_\_\_

Overall GPA: \_\_\_\_\_

Total credit hours completed: \_\_\_\_\_

Do you know of a company that will accept you as a student?    Yes        No   

If yes, please provide the following information:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

I intend to enroll in ID-400 Internship for Industrial Distribution during the \_\_\_\_\_ semester.

Signed \_\_\_\_\_ Date \_\_\_\_\_

# Pittsburg State University – Technology & Workforce Learning

## Form B—Internship Agreement

**Submit (will all required signatures) to the Coordinator no later than Dead Week.**

The purpose of the Internship is to provide an opportunity for students within the Technology & Workforce Learning department to learn personal, managerial and technical skills in a practical setting. During the course, the student is expected to be a productive employee for the site.

### Responsibilities of the Student

1. Abide by all policies and regulations of the site.
2. Act in a professional manner – be on time, perform all assigned work, be courteous of the site and its employees
3. Dress appropriately for the site and the type of work to be performed.
4. Strive to learn personal, managerial and technical skills through the work assigned.
5. Serve as a productive employee for the site.
6. Submit all reports in a timely manner to the Coordinator.

### Responsibilities of the Supervisor during the Experience

1. Provide a positive educational experience for the Student.
2. Inform the Student of his/her progress as needed during the Experience.
3. Complete and submit to the Internship Coordinator Form E (Evaluation of the Student) and Form F (Evaluation of the Internship) during the last week of the Experience.

### Responsibilities of Internship Coordinator

1. Handle issues, concerns and complaints through the cooperation of all parties concerned.
2. Record submission of all Forms and submit grade upon receipt of all Forms at the end of the Experience.

# Pittsburg State University - Technology & Workforce Learning

## Form B—Internship Agreement (continued)

### Agreement

This is to certify that \_\_\_\_\_ is employed and is assigned the title of \_\_\_\_\_ . The student will complete \_\_\_\_\_ hours per week for a total of \_\_\_\_\_ weeks based on the credit hours submitted for the course. The rate of pay will be \$\_\_\_\_\_.

During the employment period the student will be involved the following activities:

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Signed \_\_\_\_\_ Name/Title \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Agreement

I, the undersigned, agree to work for the company named above as my site, in accordance with the Internship Guidelines (revised Fall 2024).

I agree to accept the rate of pay and the work hour assignment as stated above.

I agree to enroll in ID 400 Internship at Pittsburg State University during the \_\_\_\_\_ semester of 20\_\_\_\_.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

### Approval

The Department of Technology & Workforce Learning chairman and a Coordinator approve this Site as meeting the requirements for ID 400 Internship as stated in the Guidelines.

Signed \_\_\_\_\_  
Department Chairman Coordinator

# Pittsburg State University – Technology & Workforce Learning

## Form C—Weekly Analysis of My Job

**Complete at the end of each week and submit through Canvas.**

Write a weekly summary of the events, accomplishments, projects, activities, and observations about your job. Be specific in your activities. Use proper terminology. The form has an example to follow.

Format of the paper should be as follows: Submit a Word document, minimum of 1 page, typed, double-spaced, Times New Roman font, 12 point type size, 1 inch margins on all sides. Failure to submit following the above format will result in being required to resubmit the work in correct format.

This requirement is extremely important; you may be required to resubmit, to elaborate further, or to make improvements from your previous reports.

In each weekly summary, reference your name, your company, report #, number of hours worked during the current week, and a running total of hours completed.

This summary is a reflection of your experience each week. Topics may include (be are not limited to):

Describe the specifics about the jobs, tasks or projects accomplished during the week.

What did you learn during the week and how did you learn it?

What problems did you encounter during the week and what did you do to resolve the problem?

You must submit weekly reports that cover 40 hours per credit hour on the job at the site.

**Weekly reports must be submitted in a timely manner. Failure to complete reports may result in being dropped from the course or in failing the course.**

# Pittsburg State University – Technology & Workforce Learning

## Form D—Student Evaluation of the Internship

**Submit during the last week of employment through Canvas**

**Write a comprehensive 5-page summary** citing the practical learning experiences you had during your entire time.

Format of the paper should be as follows: Submit a Word document, minimum of 5 pages, typed, double-spaced, Times New Roman font, 12 point type size, 1 inch margins on all sides. Failure to submit following the above format will result in being required to resubmit the work in correct format.

This summary is a reflection of your overall experience. Grading points include:

- Describe your thoughts of the work you would be doing prior to the experience and whether those thoughts changed or were reinforced.
- Explain how the experience may influence your future classes or your career in technology, business and/or industry.
- What do you feel are your personal strengths and weaknesses as a result of your experience?
- What was your biggest challenge during your experience?
- How were you able to apply your TWL classroom experiences to your experience?
- What personal skills (communication, teamwork, initiative, etc) did you develop during your this experience?
- Formatting

**Develop a PowerPoint** with voiceover citing the practical learning experiences you had during your entire time. These should be key points as to the overall experience. (Pictures should reinforce the presentation)

- An overview of the company
- Overview of assigned job and tasks assigned
- Skills gained (or lost) during the internship. These can be interpersonal, technical, workplace, etc.

**The report and PowerPoint will be due during the final week of your employment.**

It will not include information of your final weekly report hours.

This report must be submitted in order for a grade to be assigned for the course.

# Pittsburg State University – Technology & Workforce Learning

## Form E—Employer Evaluation of the Student (page 1 of 2)

This form is to be completed by the student's immediate supervisor. When completed, please submit to:

ID-400 Instructor  
School of Technology and Workforce Learning  
Pittsburg State University  
1701 South Broadway  
Pittsburg, KS 66762-7576

Email: Inst email@pittstate.edu

Fax: 620-235-4020

Please rate the student in comparison with other employees involved in similar activities. Rate only those traits that you feel qualified to judge.

Name of Student \_\_\_\_\_ Date \_\_\_\_\_

### PERSONAL SKILLS

#### ATTITUDE

Outstanding enthusiasm ⑧  
Very interested, industrious ⑧  
Average interest ⑧  
Somewhat indifferent ⑧  
Mostly indifferent ⑧

#### INITIATIVE

Works well independently ⑧  
Works independently at times ⑧  
Usually can work independently ⑧  
Requires some direction ⑧  
Requires much direction ⑧

#### RELATIONS WITH OTHERS

Very well accepted ⑧  
Works well with others ⑧  
Gets along satisfactorily ⑧  
Difficulty working with others ⑧  
Much difficulty with others ⑧

#### DEPENDABILITY

Completely dependable ⑧  
Above average dependability ⑧  
Usually dependable ⑧  
Sometimes neglectful ⑧  
Careless, unreliable ⑧

#### MATURITY

Well Poised ⑧  
Has good self-assurance ⑧  
Average maturity and poise ⑧  
Lacks maturity and poise ⑧  
Greatly lacks maturity and poise ⑧

#### RELIABILITY

Always reliable ⑧  
Usually reliable ⑧  
Sometime reliable ⑧  
Sometimes unreliable ⑧  
Frequently unreliable ⑧

### MANAGEMENT SKILLS

#### LEADERSHIP

Exhibits strong leadership ⑧  
Sometimes shows leadership ⑧  
Occasionally shows leadership ⑧  
Rarely shows leadership ⑧  
Never shows leadership ⑧

#### DECISIONMAKING

Exceptional decision-making ⑧  
Above average decision-making ⑧  
Average decision-making ⑧  
Below average decision-making ⑧  
Well below average decision-making ⑧

#### PLANNING

Exceptional planning ⑧  
Plans well for most issues ⑧  
Plans well for some issues ⑧  
Sometimes does not plan well ⑧  
Rarely plans well ⑧

### TECHNICAL SKILLS

#### QUALITY OF WORK

Excellent ⑧  
Very Good ⑧  
Average ⑧  
Below Average ⑧  
Very Poor ⑧

#### QUALITY OF WORK

Unusually high output ⑧  
Above average output ⑧  
Average output ⑧  
Below average output ⑧  
Well below average output ⑧

#### ABILITY TO LEARN

Exceptional Learner ⑧  
Above Average Learner ⑧  
Average Learner ⑧  
Slow Learner ⑧  
Very Slow Learner ⑧

# Pittsburg State University – Technology & Workforce Learning

## Form E—Employer Evaluation of the Student (page 2 of 2)

Please rate the student in comparison with other employees involved in similar activities. Rate only those traits that you feel qualified to judge. Place an “x” in the appropriate column for each trait listed in the left column.

	Superior	Above Average	Average	Below Average	Poor	Not Known
Manipulative skills	_____	_____	_____	_____	_____	_____
Ingenuity	_____	_____	_____	_____	_____	_____
Oral Expression	_____	_____	_____	_____	_____	_____
Social Acceptance	_____	_____	_____	_____	_____	_____
Ability to Meet People	_____	_____	_____	_____	_____	_____
Industrious	_____	_____	_____	_____	_____	_____
Enthusiasm at Work	_____	_____	_____	_____	_____	_____
Personal Appearance	_____	_____	_____	_____	_____	_____
Reliability	_____	_____	_____	_____	_____	_____
Cooperation	_____	_____	_____	_____	_____	_____
Probable Success in:						
Sales	_____	_____	_____	_____	_____	_____
Service	_____	_____	_____	_____	_____	_____
Production	_____	_____	_____	_____	_____	_____
Management	_____	_____	_____	_____	_____	_____

Additional comments:

Has this information been discussed with the student? Yes   Ⓜ No   Ⓜ

Signed \_\_\_\_\_ Name/Title \_\_\_\_\_

Company \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

# Pittsburg State University – Technology & Workforce Learning

## Form F—Employer Evaluation of the Internship Program

Results will be used to revise and improve the Program in the Department of Technology and Workforce Learning at Pittsburg State University.

**This form is to be completed by the Student’s immediate supervisor. When completed, please submit to:**

ID-400 Instructor  
School of Technology and Workforce Learning  
Pittsburg State University  
1701 South Broadway  
Pittsburg, KS 66762-7576

Email: Inst email@pittstate.edu

Fax: 620.235.4020

Signed \_\_\_\_\_ Name/Title \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

1. Have you participated in a Internship Program before?  Yes  No
2. Do you feel that the student was adequately prepared technically for this program?  Yes  No
3. Do you feel that the student was adequately prepared personally for this program?  Yes  No
4. Do you feel the student benefited from this experience with your company?  Yes  No
5. Would you recommend our Internship Program to other employers?  Yes  No
6. Would you be willing to participate in the Internship Program again?  Yes  No
7. If you answered no on any question above please comment. Please provide any additional comments or suggestions to help improve this program.