

AUSTIN COMMUNITY COLLEGE
Heating, Air Conditioning, & Refrigeration Technology

Syllabus HART - 2288 Internship (Rev. 02/14/2012)

HART 2288 Internship - Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician (2-0-8). An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Insurance: \$3.50 Prerequisites: HART 2431.

Expected Outcomes: by completing this internship, the student will have performed and demonstrated the following attributes:

- report to work at the expected time.
- wear proper, acceptable, dress and be properly groomed.
- respond to supervisors, customers and other individuals encountered on the job in a courteous and professional manner.
- be receptive to constructive criticism.
- perform all assigned tasks in a professional and courteous manner.
- fulfill the required number of hours on the job, as required by this course.
- submit to your ACC instructor properly completed "Daily Job/Work Order Summaries".
- work out any and all disagreements or other situations which may occur on this Internship experience in a professional manner.

Student Responsibilities

- Students need to register and obtain a registration card before they can perform the internship.
- Students will obtain their registration card from the Texas Department of Licensing and Regulation. (TDLR)
- Web-site to register <http://www.license.state.tx.us>
- meet with your HART instructor at the beginning of the semester as the *semester course schedule* lists the course. Call the department and notify your instructor if for any reason you are unable to make the first and second scheduled meeting- telephone numbers are (512) 223-6142, 223-6090 and 223-6091. Students that fail to do so will be withdrawn.
- prepare a resume' that indicates past and present work experience and education & training, chronologically arranged beginning with the most recent (be brief). If you have a preference, indicate residential a/c; commercial a/c; industrial a/c commercial refrigeration. Add to your resume' your contact information and availability.
- the instructor will make arrangements to introduce the student to the proper