**Internship-Survey Technology/Surveying**

**SRVY 2486**

*Semester*

**Instructor Name**

**Section Number**\_\_\_\_ **Synonym Number**\_\_\_\_\_

**Location**\_\_\_\_\_\_\_\_\_\_ **Meeting Times**\_\_\_\_\_\_\_\_\_\_\_

Office Hours\_\_\_\_\_\_\_\_\_\_ Location\_\_\_\_\_\_\_\_\_\_\_\_

Instructor email \_\_\_\_\_\_\_ Instructor phone\_\_\_\_\_\_\_\_\_

**Course Description**. A work based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: SRVY 2339 Engineering Design Surveying, SRVY 2343 Legal Principles I.

**Course Rationale/Objectives.** The student will gain knowledge and experience in a land surveying work environment. This course is a requirement for Land Surveying Applied Associates degree.

**Student Learning Outcomes.** The student will apply principles and skills learned in prior land surveying courses. The student will work with a team of industry specialists to enhance skills in the land surveying profession. Employer, student and instructor will agree on a list of 8-10 objectives which may include: research deeds at the county courthouse, preparing detailed maps from deed descriptions, direct a field survey party, investigate evidence and make boundary determination, use computers for surveying applications.

**Required Text/Materials.** 3 ring binder.

**Instructional Methodology.** An internship course. The student must secure and internship or employment position in the land surveying field.

**Grading System.** *Clearly explain your grading criteria in this syllabus. Specify the number of exams/tests and any other graded work such as homework, assignments and homework. Specify the weight each assignment has on the student’s final grade.*

Grade Scale 90-100% A

 80-89% B

 70-79% C

 60-69% D

**Course Policies:**

**Attendance:** *enter instructor’s attendance policy.*

**Withdrawal**: It is the student's responsibility to initiate all withdrawals in this course. A student may be withdrawn if performance is judged by the instructor as unsatisfactory in meeting the terms of internship agreement. After the withdrawal date, (Enter withdraw date here) neither the student nor the instructor may initiate a withdrawal.

**Missed or late Work:** *Instructor enters their own policy here.*

**Incomplete Grade:** In exceptional situations a student may request an incomplete grade (I). To be eligible for consideration of an I the student must be up to date and passing at the time of the last date to withdraw after which personal tragedy prevents the completion of the course.

**Scholastic Dishonesty**: Acts prohibited by the college for which discipline may be administered include scholastic dishonesty, including but not limited to, cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, work, research or self-expression. Academic work is defined as, but not limited to, tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations; and homework. Students who violate the rules concerning scholastic dishonesty will be assessed an academic penalty that the instructor determines is in keeping with the seriousness of the offense. This academic penalty may range from a grade penalty on the particular assignment to an overall grade penalty in the course, including possibly an F in the course. ACC's policy can be found in the Student Handbook under Policies and Procedures or on the web at:<http://www.austincc.edu/handbook>

**Student Rights and Responsibilities**: Students at the college have the rights accorded by the U.S. Constitution to freedom of speech, peaceful assembly, petition, and association. These rights carry with them the responsibility to accord the same rights to others in the college community and not to interfere with or disrupt the educational process. Opportunity for students to examine and question pertinent data and assumptions of a given discipline, guided by the evidence of scholarly research, is appropriate in a learning environment. This concept is accompanied by an equally demanding concept of responsibility on the part of the student. As willing partners in learning, students must comply with college rules and procedures.

**Students with Disabilities:** Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office of Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this three weeks before the start of the semester. Students who are requesting accommodation should provide the instructor with a letter of accommodation from the Office of Students with Disabilities (OSD) at the beginning of the semester.

**Safety Statement**

Austin Community College is committed to providing a safe and healthy environment for study and work. You are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Additional information on these can be found at http://www.austincc.edu/ehs. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the Emergency Procedures poster and Campus Safety Plan map in each classroom. Additional information about emergency procedures and how to sign up for ACC Emergency Alerts to be notified in the event of a serious emergency can be found at http://www.austincc.edu/emergency/.

Please note, you are expected to conduct yourself professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be dismissed from the day’s activity, may be withdrawn from the class, and/or barred from attending future activities.

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**Use of ACC email**

All College e-mail communication to students will be sent solely to the student’s ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify you of any college related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Instructions for activating an ACCmail account can be found at <http://www.austincc.edu/accmail/index.php>.

**Testing Center Policy**

Under certain circumstances, an instructor may have students take an examination in a testing center. Students using the Academic Testing Center must govern themselves according to the Student Guide for Use of ACC Testing Centers and should read the entire guide before going to take the exam. To request an exam, one must have:

* [**ACC Photo ID**](http://www.austincc.edu/support/admissions/student_id.php)
* Course Abbreviation (e.g., ENGL)
* Course Number (e.g.,1301)
* Course Synonym (e.g., 10123)
* Course Section (e.g., 005)
* Instructor's Name

Do NOT bring cell phones to the Testing Center. Having your cell phone in the testing room, **regardless of whether it is on or off**, will revoke your testing privileges for the remainder of the semester. ACC Testing Center policies can be found at http://www.austincc.edu/testctr/

**Student And Instructional Services**

ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these services and support systems is available at:  [http://www.austincc.edu/s4/](http://www.austincc.edu/current/)

Links to many student services and other information can be found at: http://www.austincc.edu/current/

ACC Learning Labs provide free tutoring services to all ACC students currently enrolled in the course to be tutored. The tutor schedule for each Learning Lab may be found at: <http://www.autincc.edu/tutor/students/tutoring.php>

For help setting up your ACCeID, ACC Gmail, or ACC Blackboard, see a Learning Lab Technician at any ACC Learning Lab.

**Course Outline/Calendar**

*Schedule changes may occur during the semester. Any changes will be announced in class.*

During the first week of class, the student will prepare a list of 8 to 10 detailed objectives that can be accomplished in 240 hours of work.  Examples: Research deeds at the county courthouse.  Prepare detailed map from deed descriptions.  Direct a field survey party.  Investigate evidence and make a boundary determination.  Use computers for surveying applications.

 This list of objectives is to be submitted to the instructor assigned the first Friday of the semester for review.  After any revisions, the list is to be signed by the student’s work supervisor as evidence the student will have a reasonable opportunity to perform these objectives.

 A copy of the signed list of objectives is taken to the instructor and both the instructor and student will sign a copy to be maintained by the department as proof of the agreement on objectives between instructor and student.  A copy of this signed list of objectives will become the second page of the student’s notebook.

 **NOTEBOOK:**

 The notebook will consist of this syllabus as the first page, the noted list of objectives, a journal of notes about each job that satisfies an objective (short comment on what equipment was used, problems encountered, solutions, ect.), and samples of each job where possible (blueline or Xerox prints).  This notebook must be specific and complete using correct jargon, be legible and be in a 3-ring binder.  Organization and neatness are major grading points.  Keep your notebook current as it will be requested for inspection at random times during the semester.

 Prior to submitting the notebook to the instructor for evaluation, include a signed and dated statement by your work supervisor attesting that the work submitted is your own. The notebook may be submitted after all objectives are satisfied and the minimum 240 hours of employment are completed.