

STEM Careers, Internships & Co-ops | Spring 2024 Internship/Co-op/REU Course Syllabus for Undergraduates

NOTE: This syllabus is **tentative** and subject to change due to COVID-19.

This syllabus may be used as a guideline for STEM 3790, STEM 3791, STEM 4890, STEM 4891, ENST 3790, or any other experiential learning transcription course in the College of STEM. **STUDENTS IN THESE CLASSES MUST STAY IN CONTACT WITH THEIR FACULTY ADVISOR** throughout the term to complete course requirements, and to get details of their particular course section. *This syllabus is only intended as a guide, and the requirements therein may be edited by the faculty advisor/instructor of record.*

Faculty/Instructor: Varies. Below is a list of contact information for individual majors.

Department/School	Faculty	Faculty No.	Email	
Chemical & Biological Sciences 330-941-3664	Dr. Timothy Wagner	330-941-3662	trwagner@ysu.edu	Chemistry
	Dr. David Asch	330-941-1350	dkasch@ysu.edu	Biological Sciences
	Robert Wardle	330-941-2274	rewardle@ysu.edu	Forensic Science
Rayen School of Engineering 330-941-3027	Dr. Frank Li	330-941-2253	xli@ysu.edu	Electrical & Computer
	Dr. Holly Martin	330-941-3022	hjmartin02@ysu.edu	Chemical
	Dr. Anwarul Islam	330-941-2421	aaislam@ysu.edu	Civil & Environmental
	Dr. Hazel Marie	330-941-3015	hmarie@ysu.edu	Mechanical
	Dr. Cory Brozina	330-941-3028	scbrozina@ysu.edu	Industrial & Systems Manufacturing
School of Computer Science, Information & Engineering Technology 330-941-3287 (Moser) 330-941-2452 (Meshel)	Dr. Abdu Arslanyilmaz	330-941-4625 (Moser)	aarslanyilmaz@ysu.edu	Engineering Technology Computer Science Information Technology
		330-941-3120 (Meshel)		
Mathematics & Statistics 330-941-3045	Dr. Tom Wakefield	330-941-3302	tpwakefield@ysu.edu	Mathematics
Physics, Astronomy, Geology & Environmental Sciences 330-941-3616 (WB) 330-941-3612 (Moser)	Dr. Gregg Sturuss	330-941-7113	wgsturuss@ysu.edu	Physics & Astronomy Geology
	Dr. Felicia Armstrong	330-941-1385	fparmstrong@ysu.edu	Environmental Science See Syllabus Addendum
Dean's Office 330-941-3009	Dr. Wim Steelant	330-941-3009	wfsteelant@ysu.edu	

Some students may have a faculty advisor not listed above. STEM Careers, Internships & Co-ops will work with your faculty advisor to coordinate your experience.

Credits:

Internships/REUs are credit based: 1 – 4 Credit hours. At the discretion of the faculty advisor each student will be required to complete 50 – 100 work hours per credit based on the department’s requirement. The following chart details the hours and work hours for each major:

Department/School	Major/Program	Work Hrs /Credit Hr	Additional Requirements
Chemical & Biological Sciences	Chemistry	100	<i>Special permission by faculty advisor.</i>
	Biology	100	<i>Special permission by faculty advisor.</i>
	Forensic Science	See Instructor	<i>Special permission by faculty advisor.</i>
Engineering	Electrical	100	Employer Evaluation is REQUIRED due to ABET Accreditation.
	Chemical	100	Employer Evaluation is REQUIRED due to ABET Accreditation.
	Civil/Environmental	100	<i>Special permission by faculty advisor for internship courses.</i>
			Employer Evaluation is REQUIRED due to ABET Accreditation.
	Mechanical	100	<i>Special permission by faculty advisor for internship courses.</i>
			Employer Evaluation is REQUIRED due to ABET Accreditation.
Industrial & Systems	100	Employer Evaluation is REQUIRED due to ABET Accreditation.	
Manufacturing	100	Employer Evaluation is REQUIRED due to ABET Accreditation.	
Computer Science, Information & Engineering Technology	Engineering Tech	100	<i>Special permission by faculty advisor.</i> Employer Evaluation is REQUIRED due to ABET Accreditation.
	Computer Science and Info Tech	100	<i>Special permission by faculty advisor.</i>
Mathematics & Statistics	Mathematics	100	<i>Special permission by faculty advisor.</i>
Physics, Astronomy, Geology & Environmental Sciences	Physics & Astronomy	100	<i>Special permission by faculty advisor.</i>
	Geology	100	<i>Special permission by faculty advisor.</i>
	Environmental Science	50	<i>Special Permission by faculty advisor.</i> Ex. 4 credit hours = 200 work hours

Co-ops are zero based Credits for all Undergraduate STEM disciplines. Full-time equivalency. (*Special Permission by faculty advisor for other options*)

Fall and Spring Semesters – Co-op Students are required to work (based on 15 work weeks) 600 work hours.

Summer Semester – Co-op/Intern students are required to work 7 weeks = 280, 8 weeks = 320, 10 weeks = 400 work hours, 12 weeks = 480 hours, 14 weeks = 560 work hours, 16 weeks = 640 (40 hours per week X how many weeks worked (based by dates on contract)).

Time/Place: N/A. This is an independent study course.

Texts and Materials: No Text, just Assignments found at: stem.yzu.edu/internship-co-op-reu

Assignments and Grading Scale:

Journal Entries	30 points	A	270-300
Learning Objectives	30 points	B	240-270
Employer Performance Evaluation	20 points	C	210-240
Student Evaluation	20 points	D	180-210
Final Paper	100 points	F	0-180
Presentation	100 points		
Total:	300 points		

Forms and Timeline:

All forms and guidelines are [available here](#), with the exception of your contract, which will be emailed to you.

Task	Deadline	Details
Initial appointment forms: Application, Agreement, and Training agreement	Before the start of the internship/co-op/REU	Available on STEM Internship/Co-op website. Email to STEM.jobs@ysu.edu.
Contract	Within two (2) weeks of receiving unsigned contract	Emailed to you from STEM.jobs@ysu.edu.
Learning Objectives: 30 pts.	Within two (2) weeks of internship/co-op/REU start	Available on STEM Internship/Co-op website. Email to faculty advisor and CC STEM.jobs@ysu.edu
Journal Entries: 30 pts.	Weekly, by midnight Saturdays	Email to faculty advisor and CC STEM.jobs@ysu.edu
Faculty Site Visit: (Face-to-face or virtual)	Approximately mid-semester	At the beginning of the semester, reach out to your faculty advisor to discuss the faculty site visit. An evaluation form is available online.
Presentation: 100 pts.	Due on or before Friday, May 3, 2024	Check Assignment Guidelines for directions. For virtual presentations, the following formats will be accepted: PowerPoint with voiceover or video. Email to faculty advisor and CC STEM.jobs@ysu.edu
Paper: 100 pts.	Due on or before Friday, May 3, 2024	Check Assignment Guidelines for directions. Email to faculty advisor and CC STEM.jobs@ysu.edu
Employer Performance Evaluation: 20 pts.	Due on or before Friday, May 3, 2024	Available on STEM Internship/Co-op website. Have supervisor complete. Email to your faculty advisor and STEM.jobs@ysu.edu
Student Evaluation: 20 pts.	Due on or before Friday, May 3, 2024	Available on STEM Internship/Co-op website. Email to STEM.jobs@ysu.edu Email to faculty advisor if they want a copy.
Work Activity Log	Due on or before Friday, May 3, 2024	Available on STEM Internship/Co-op website. Email to STEM.jobs@ysu.edu Email to faculty advisor if they want a copy.

Presentation Sessions:

Requirements as to the content of your presentation can be found on the [Assignment Guidelines](#).

Unless otherwise specified by your faculty advisor, the standard format for the presentation will be Microsoft PowerPoint with voiceover or video.

Academic Integrity/Honesty: <https://ysu.edu/student-conduct/student-code-conduct>

As outlined in [The Student Code of Conduct](#), all forms of academic dishonesty are prohibited at Youngstown State. This includes plagiarism, the unauthorized use of tools or notes in taking tests or completing assignments, fabrication of data or information used for an assignment, working with others without permission from the instructor, and more. A student who is believed to have violated the academic integrity policy will meet with the instructor to discuss the allegations. The student may accept responsibility for the violation and any sanctions selected by the instructor, or they have the right to ask for a hearing before a hearing panel. The full Academic Integrity Policy can be found in Article III of [The Student Code of Conduct](#), while further information on University procedures for alleged academic integrity violations can be found in Article V.

Student Accessibility: <https://ysu.edu/academic-success-center/accessibility-services>

In accordance with University procedures, if you have a documented disability and require accommodations to obtain equal access in this course; please contact me privately to discuss your specific needs. To coordinate reasonable accommodations, you must be registered with the [Accessibility Services](#), located in Kilcawley Center Room 2082. You can reach [Accessibility Services](#) at 330-941-1372