

SYLLABUS

Code: MATH 299

Title: MATHEMATICS INTERNSHIP

Institute: STEM

Department: MATHEMATICS

COURSE DESCRIPTION: This course will allow the student to gain practical work experience by participating in a mathematics career-related position with an approved company or institution. The course includes a service learning component.

PREREQUISITES: 12 credits in college level mathematics courses and matriculation as a STEM major, permission of instructor and Career Services Representative.

CREDITS: 1 - 3

LECTURE HOURS: XXX

Time Commitments:

Each credit hour equates to 75 hours per term. The student can register for 1 – 3 credits, therefore will commit between 75 and 225 hours to the internship for the term.

Course Learning Outcomes: After completing the internship the student will be able to:

- Demonstrate the use of communication, mathematical and critical thinking skills in a job setting.
- Apply mathematical/statistical strategies in a real world setting.

Learning Objectives:

An Internship Learning Objective is a written statement on the Learning Contract describing measurable skills which the student will acquire through his/her work experiences during the term.

Student Responsibilities:

- 1) The student will first meet with a faculty member to express their interest in pursuing an internship. If the faculty member feels that the student is well-suited for an internship opportunity, the student will meet with a Career Services Representative to determine program eligibility and explore internship opportunities in their major, and complete job readiness activities (write resume, develop job search skills and interview skills). Student will complete paperwork necessary for internship registration.
- 2) Students will meet with prospective employer (host agency) to discuss internship/project responsibilities and job objectives.
- 3) Upon offer of a job/internship, acceptance for project, the student will meet with a faculty member to develop, and review learning objectives and evaluation procedures*. Learning objectives will be directly related to the job/project description.

* Any changes in Internship status or requirements must be approved by the supervising faculty member.

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Grading:

Student will complete the required hours and will provide all of the course assignments identified in the Learning Contract to the faculty supervisor. In addition, the Experiential Learning & Career Services department will provide the faculty with an employer evaluation to include in the evaluation process.

If appropriate, instructor will conduct an on-site visit to the student's place of employment once during the semester. The purpose of this visit is to review the student's progress on his/her project, meet with the student's supervisor, and see the student's work environment.

COLLEGE POLICIES:

As an academic institution, Brookdale facilitates the free exchange of ideas, upholds the virtues of civil discourse, and honors diverse perspectives informed by credible sources. Our College values all students and strives for inclusion and safety regardless of a student's disability, age, sex, gender identity, sexual orientation, race, ethnicity, country of origin, immigration status, religious affiliation, political orientation, socioeconomic standing, and veteran status. For additional information, support services, and engagement opportunities, please visit www.brookdalecc.edu/support.

For information regarding:

- Academic Integrity Code
- Student Conduct Code
- Student Grade Appeal Process

Please refer to the [Student Handbook](#) and [Catalog](#).

Notification for Students with Disabilities:

Brookdale Community College offers reasonable accommodations and/or services to persons with disabilities. Students with disabilities who wish to self-identify must contact the Accessibility Services Office at 732-224-2730 (voice) or 732-842-4211 (TTY) to provide appropriate documentation of the disability and request specific accommodations or services. If a student qualifies, reasonable accommodations and/or services, which are appropriate for the college level and are recommended in the documentation, can be approved.

Mental Health:

24/7/365 Resources:

- Monmouth Medical Center Psychiatric Emergency Services at (732) 923-6999
- 2nd Floor Youth Helpline – Available to talk with you about any problem, distress, or hardship you are experiencing. Call or text at 888-222-2228 or visit the website at <https://www.2ndfloor.org/>

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Faculty Counselors:

- Students who need to make an appointment with a faculty counselor can do so by calling 732-224-1822 (non-emergency line) during business hours. Faculty counselors are licensed mental health professionals who can assist students and refer them to other mental health resources.

Diversity Statement:

Brookdale Community College fosters an environment of inclusion and belonging. We promote a safe and open culture, encourage dialogue respecting diverse perspectives informed by credible sources, and uphold the virtues of civil discourse. We celebrate all identities with the understanding that ultimately, diversity, equity, and inclusion cultivate belonging and make us a stronger Brookdale community.

**The syllabus is intended to give student guidance in what may be covered during the semester and will be followed as closely as possible. However, the faculty member reserves the right to modify, supplement, and make changes as the need arise.*