



**Palau Community College**  
**Course Learning Outcomes**  
**ET 222 Internship**

During the course experience, the **course learning outcomes** (CLO) will be assessed through the use of signature assignments. A rating scale will be used to determine the students' proficiency level of each CLO using specifically aligned assignments. The numerical rating of 4,3,2 and 1 are not intended to represent the traditional school grading system of A, B, C, D and F. The descriptions associated with each of the numbers focus on the level of student performance for each of the course learning outcome listed below.

**Course Learning Outcome 1: Demonstrate proper employee behaviors and work habits.**

<b>Punctuality</b>	4	Always (100% of the time)	2	Occasionally (75% to 89% of the time)
	3	Almost always (90% of the time)	1	Seldom (below 75% of the time)
<b>Attitude</b>	4	Always (100% of the time)	2	Occasionally (75% to 89% of the time)
	3	Almost always (90% of the time)	1	Seldom (below 75% of the time)
<b>Dependability</b>	4	Always (100% of the time)	2	Occasionally (75% to 89% of the time)
	3	Almost always (90% of the time)	1	Seldom (below 75% of the time)
<b>Honesty</b>	4	Always (100% of the time)	2	Occasionally (75% to 89% of the time)
	3	Almost always (90% of the time)	1	Seldom (below 75% of the time)
<b>Personal Hygiene</b>	4	Always (100% of the time)	2	Occasionally (75% to 89% of the time)
	3	Almost always (90% of the time)	1	Seldom (below 75% of the time)
<b>Interpersonal Relations</b>	4	Always (100% of the time)	2	Occasionally (75% to 89% of the time)
	3	Almost always (90% of the time)	1	Seldom (below 75% of the time)

**Course Learning Outcome 2: Perform tasks in the field of electricity as assigned by a site supervisor.**

<b>Task/Activity Name</b>	<b>Rating Scale</b>			
<b>1.</b>	4	Outstanding (performs tasks / activities without assistance)	2	Developing (performs tasks / activities with regular assistance)
	3	Proficient (performs tasks / activities with minimal assistance)	1	Emerging (unable to perform tasks / activities even with regular assistance)
<b>2.</b>	4	Outstanding (performs tasks / activities without assistance)	2	Developing (performs tasks / activities with regular assistance)
	3	Proficient (performs tasks / activities with minimal assistance)	1	Emerging (unable to perform tasks / activities even with regular assistance)
<b>3.</b>	4	Outstanding (performs tasks / activities without assistance)	2	Developing (performs tasks / activities with regular assistance)
	3	Proficient (performs tasks / activities with minimal assistance)	1	Emerging (unable to perform tasks / activities even with regular assistance)
<b>4.</b>	4	Outstanding (performs tasks / activities without assistance)	2	Developing (performs tasks / activities with regular assistance)
	3	Proficient (performs tasks / activities with minimal assistance)	1	Emerging (unable to perform tasks / activities even with regular assistance)
<b>5.</b>	4	Outstanding (performs tasks / activities without assistance)	2	Developing (performs tasks / activities with regular assistance)
	3	Proficient (performs tasks / activities with minimal assistance)	1	Emerging (unable to perform tasks / activities even with regular assistance)

**Palau Community College  
Internship Training Rating Sheet**

Student's Name: \_\_\_\_\_ Major: \_\_\_\_\_ Position: \_\_\_\_\_  
 Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Evaluator: \_\_\_\_\_ Duration of Training: (From) \_\_\_\_\_ (To) \_\_\_\_\_

Employer's evaluation of student's internship training performance:

Rating Scale: 4 – Excellent (A)    3 – Above Average (B)    2 – Average (C)    1 – Below Average (D)    0 – Poor (F)

	Behavior/Work Habit	4	3	2	1	0	Comments (Strengths or areas that need improvements)
1.	Punctuality						
2.	Attitude						
3.	Dependability						
4.	Honesty						
5.	Personal Hygiene						
6.	Interpersonal Relations						
	<b>Task/Activity Name</b> (List all tasks/activities performed by the student during the internship period with your rating. Comments should be provided for each task.)	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>Comments (Strengths or areas that need improvements)</b>
1.							
2.							
3.							
4.							
5.							

Final Grade: \_\_\_\_\_

Evaluator: \_\_\_\_\_  
Signature and Date

**PALAU COMMUNITY COLLEGE  
INTERNSHIP TRAINING PROGRAM  
PROGRAM EXPECTATIONS**

**Site Supervisor (Evaluator):** The site supervisor acts as the lead instructor. As such, it is his/her responsibility to assign tasks that are related to the student's major and to supervise as necessary such tasks. The level of supervision will depend on the task and the student's proficiency in that area. Tasks are to be recorded on the Internship Rating Sheet and the student will be rated according to the proficiency level he/she performed at during the time the student worked on such task. Comments should be provided for each completed task. Should there be any problems/concerns with the performance of the student intern, the site supervisor should contact and meet with the internship coordinator as soon as possible. A final grade will be given by the site supervisor based on the task ratings that the student earned through his or her performance of said tasks.

**Student Intern:** The student's responsibility as an intern is to successfully perform the necessary number of hours needed to complete the course requirement. As such, this student should have the attitude that this is his/her opportunity to practice his/her program learned skills in a work environment. He/she should perform the assigned tasks to the best of his/her ability, ask questions when necessary and seek assistance when needed. Should there be any problems/concerns with the site supervisor, the student intern should contact and meet with the internship coordinator as soon as possible.

**Internship Coordinator:** The internship coordinator is the liaison officer between the student and the site supervisor. It is his/her responsibility to place the student in an appropriate site location that best fits the student's program. In addition, the internship coordinator will conduct at least four (4) site visits during the internship duration. Any problems/concerns from either the site supervisor or student intern will be handled by the internship coordinator. In addition, the internship coordinator will be responsible for the assessments of both the course and the student. Assessment and grading will be based on the site supervisor's ratings and comments. The internship coordinator will submit both the final grade and the course assessment to the proper personnel.

# INTERNSHIP SUGGESTED TASK LIST

Assist with the following tasks:

1. Estimate electrical material from the blueprint
  - a. List materials
  - b. Cost of materials
  - c. Service entrance and overcurrent protecting device sizing
2. Locate and Install electrical device according to the blueprint (Rough-In all electrical device)
  - a. Lighting circuits
  - b. Appliance circuits
  - c. Special purpose outlet
  - d. Power panel
3. Layout conduit and cable according to the latest edition of National Electrical Code
  - a. Cable (romex wire)
  - b. EMT conduit
  - c. Rigid conduit
  - d. PVC conduit
4. Install wiring devices and protection system according to plans and specifications
  - a. Lighting fixture
  - b. Small appliance outlet
  - c. Special outlet
  - d. Power panel
5. Troubleshoot and repair electrical installation
  - a. Locate faulty circuit using VOM
  - b. Replace faulty circuit breaker, fuse and other electrical devices
  - c. Balance the load
6. Install, repair and maintain transformers.
  - a. Install dry type transformer
  - b. Perform transformer banking to suit for voltage and power requirements.
  - c. Repair and maintain transformer
7. Troubleshoot and repair electric motors
  - a. Analyze single phase motor troubles
  - b. Recognize connections
  - c. Identify troubles and remedies for three phase and single phase motors.
  - d. Replace centrifugal switch
  - e. Replace bearing/bushing
  - f. Lubricate bearing/bushing
  - g. Reconnect capacitor motor to suite for a change in voltage
  - h. Rewind single phase/three phase motor
8. Perform preventive maintenance for all electrical installation
  - a. Proactive maintenance by inspect all electrical system and repair or replace before it becomes major problems
9. Select and install, electrical motor and motor control
  - a. Install electrical motor
  - b. Install motor controls and starters.
  - c. Troubleshooting motor controller
10. Troubleshoot and repair generator
  - a. Troubleshoot and repair generator
  - b. Perform insulation testing
  - c. Test run the generator
  - d. Lubricate mechanical parts of generator