

San José State University
Aviation and Technology Department
Avia 195, Internship with the Aviation Industry, Section 01, Spring, 2020

Course and Contact Information

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| Instructor | Dr. Fred Barez |
| Office Location | IS 107 |
| Telephone | 408-924-4298 |
| Email | fred.barez@sjsu.edu |
| Office Hours | Tuesdays 17:00 to 18:00 |
| Class Days/Time | As required per Course Requirements |
| Classroom | Industry Setting |
| Prerequisites | Junior Standing and Instructor consent. |

Course Format

The course relies on close relation between student and the Sponsoring Industry Representative.

Course Materials

Course materials as agreed upon by the Sponsoring Industry Representative.

Course Description

Practical experience with aviation industry under direct supervision of aviation professionals. Experience will relate to air carrier or general aviation aircraft operation/management /maintenance, fixed-based operation management and/or airport operation/management.

Course Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Work as a member of a team
2. Execute the required tasks expected by the Industry Representative
3. Articulate the specific tasks involved in aviation industry related to operations, management and maintenance.
4. Write summaries of monthly activities related to aviation tasks carried out at Industry Sponsor.

Required Text/Readings

Textbook

None

Other

None

Final Examination or Evaluation

None

Course Requirements and Assignment Format

- [University Organization Agreement \(UOA\)](#) in SJS4
- Instructions on searching for a site in S4 are [on page 4 of the Intro Guide](#)
- The Community Partner/Industry need to fill out a New Partner Proposal form.
- [Instructions for that start on page 7 of the Intro Guide](#)
- Established between the Industry Sponsor Representative and student.
- Aviation Program Internship Learning Plan
- **Employment Offer Letter from Employer**

Here are some tips to make sure your students are set for their internship this semester.

1) Students need to verify that they are at a site that has a [University Organization Agreement \(UOA\)](#) in SJS4. Instructions on searching for a site in S4 are [on page 4 of the Intro Guide](#). **Tip: Students in internship class with a screen shot of page 4, telling them to check before next week to verify.**

2) If their site is not listed, the Community Partner/Industry need to fill out a New Partner Proposal form. [Instructions for that start on page 7 of the Intro Guide](#). This will start the 2 step process of getting a University Organization Agreement in place. First, the internship site will be sent a questionnaire. Once they fill that out and submit it electronically, they will be sent a UOA to sign electronically. Paper UOAs are no longer accepted. All UOAs must be signed electronically and submitted within S4. If the site wants to negotiate changes to the UOA, that is a department initiated process with Contracts and Purchasing. [The details are here.](#)

3) **Tip: S4 can be used to log placements and archive them.** Departments need to be verifying that the student is at a site with a UOA and archiving that for five years in case of a CSU audit. If the department is already doing that with an internal process, great! If not, S4 can be used relatively easily to do this. A sample assignment with [instructions to have students log their placement are in the box on page 16 of the Advanced Guide](#).

4) **Tip: Don't reinvent the wheel in terms of support resources.** The Career Center has created an Internship Ready Canvas course. You can get added to it and then download materials for your course or you can add students to this shell. [Info on it is on the IAC Resources page.](#)

5) Departments are required to have learning plans and participation guidelines. [Explanation and examples are here.](#) These also need to be archived for five years for audit purposes. Right now, this feature is not turned in S4 for internships as many departments wanted to use their own forms. If you want to use the default ones in S4 and go through the S4 site for this.

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Grading Information

Assignments to include three (3) monthly reports, and a final report documenting the experience. Assignments to be word-processed per guideline provided for Avia 195 course.

Determination of Grades

There will be no curving of grades. Final grades will be assigned as Credit (CR) or No Credit (NC).

Course Protocol

Student is expected to act and perform in a professional manner and to uphold San Jose State University's Standards.

University Policies

Per University Policy S16-9, university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc. will be available on Office of Graduate and Undergraduate Programs' [Syllabus Information web page](#) at <http://www.sjsu.edu/gup/syllabusinfo/>

Avia 195, Internship with the Aviation Industry, Spring, 2020
Course Schedule/Outline

Timeline

1. By January 30, 2020 Prepare the required documents to receive a permission number to add the course.
2. February 27, 2020 First Monthly Report Due
3. March 26, 2020 Second Monthly Report Due
4. April 16, 2020 Third Monthly Report Due
5. May 7, 2020 Final 'Comprehensive' Report Due

Aviation Program
Internship Learning Plan

Section I: Student Data

Name: _____ Student ID: _____

I am an Aviation student with concentration in _____

Email: _____ Telephone Number: _____

Emergency Contact Name: _____ Relation: _____

Emergency Contact Email: _____ Telephone: _____

Section II: Hours & Units

Each 1 unit of Avia 195 internship credit equals 50 hours of internship work.

Students who work for 150 hours in the internship program may enroll in 3 units of Avia 195.

I request enrollment in _____ units of **AVIA 195**, corresponding to # _____ hours in total, which I acknowledge I must fully complete in order to successfully pass these units.

Section III: Internship Organization & Internship Supervisor (at the organization)

Internship Organization Name: _____

Internship Organization Address: _____

Internship Organization URL: _____

Internship Supervisor Name: _____

Internship Supervisor Email: _____

Internship Supervisor Telephone: _____

Section IV: New Partner Proposal and UOA

Is the Internship Organization an SJSU department and/or organization? (*circle one*) YES NO

If YES, skip ahead to Section V.

If NO, the organization must complete the SJSU University Organization Agreement (UOA) as part of a New Partner Proposal via the S4 database.

To do this, an authorized signatory from the organization must complete the New Partner Proposal form at <https://app.calstates4.com/sjsu/new-partner-proposal-form>. After this form is submitted, SJSU staff will review the information and send the UOA to the person listed as the Main Contact. After the UOA is signed and reviewed, the site will be officially activated in S4.

Students can only receive add codes for their Aviation internship units after the UOA is signed and the site is officially activated in S4.

Students, to facilitate enrollment in your Aviation internship (Aviation 195) units, please do the following:

1. Go to <https://app.calstates4.com/sjsu> and log in as a student. Click on “Sites” and do search for your internship organization. If your site is listed, then it is already activated. Take a screenshot of the organization’s listing in S4 and email it to Internship Coordinator, who will then email you your add code.
2. If your site is not listed, then the organization needs to complete a New Partner Proposal and the UOA. Give the link to the New Partner Proposal form (<https://app.calstates4.com/sjsu/new-partner-proposal-form>) to your supervisor at the internship organization (Internship Supervisor). If they have signatory authority, then the Internship Supervisor can complete this form and list themselves as the “Main Contact.” If they do not have signatory authority, then they should name the “Main Contact” as someone who does. (The Main Contact ultimately signs the UOA, which is a legal document.)
3. After the New Partner Proposal form is completed, SJSU staff will email the link to the UOA to the person listed as the Main Contact. The Main Contact should review and sign the UOA.
4. If the Main Contact has any questions about this process, they can email the Internship Coordinator.
5. Once the Main Contact signs the UOA, SJSU staff will activate the site in S4, and it will be listed under “Sites” at <https://app.calstates4.com/sjsu>.
6. Take a screenshot of the organization’s listing in S4 and email it to the Program Internship Coordinators, who will then email you your add code.

Section V: F1 and J1 Visa Holders

To the student: are you an F1 or J1 visa holder? (*circle one*) YES NO If NO, skip ahead to Section VI.

If YES, note that all F1 and J1 visa holders must apply for work authorization through the ISSS office.

Section VI: Internship Duties

Student Internship Duties (*What will you be doing as an intern at this organization?*)

Student Learning Objectives (*What do you hope to learn? How this will advance your learning at SJSU?*)

Relation to Coursework (*How does internship relate to and build upon what you've learned at SJSU?*)

I certify that I have reviewed the Learning Plan above, and that I approve it.

Internship Supervisor Name: ___

Internship Supervisor Signature: ___ Date: ___

Aviation Internship Coordinator Name:

Aviation Internship Coordinator Signature Date: ___

INTERNSHIP PARTICIPATION GUIDELINES

1. I will devote **_10_** hours per week towards completion of the internship objectives listed in my Internship Learning Plan for a total of **150** hours effective (start date:) to (end date:)
I agree to complete all paperwork, assignments, and internship-related activities required by the Aviation Internship Coordinator or Internship Organization supervisor as part of this academic internship.
2. I understand and acknowledge that there are potential risks associated with this internship, some of which may arise from (a) my assigned tasks and responsibilities, (b) the location of the internship, (c) the physical characteristics of the internship site, (d) the amount and type of criminal activity or hazardous materials at or near the location of the internship, (e) any travel associated with the internship, (f) the time of day when I will be present at the internship site, (g) the criminal, mental and social backgrounds of the individuals I will be working with or serving, and (h) the amount of supervision I will receive. I further understand and acknowledge that my safety and well being are primarily dependent upon my acting responsibly to protect myself from personal injury, bodily injury or property damage.
3. Being aware of the risks inherent in this learning activity, I nonetheless voluntarily choose to participate in this academic internship. I understand that I may stop participating if I believe the risks become too great.
4. While participating in this internship, I will **(a)** exhibit professional, ethical and appropriate behavior; **(b)** abide by the Internship Organization's rules and standards of conduct, including wearing any required personal protective equipment; **(c)** participate in all required training; **(d)** complete all assigned tasks and responsibilities in a timely and efficient manner; **(e)** request assistance if I am unsure how to respond to a difficult or uncomfortable situation; **(f)** be punctual and notify the Internship Organization if I believe I will be late or absent; and **(g)** respect the privacy of the Internship Organization's clients.
5. While participating in this learning activity, I will not **(a)** report to the Internship Organization under the influence of drugs or alcohol; **(b)** give or loan money or other personal belongings to a client; **(c)** make promises

to a client I cannot keep; **(d)** give a client or representative a ride in my personal vehicle; **(e)** engage in behavior that might be perceived as harassment of a client or Internship Organization representative; **(f)** engage in behavior that might be perceived as discriminating against an individual on the basis of their age, race, gender, sexual orientation, mental capacity, or ethnicity; **(g)** engage in any type of business with clients during the term of my placement; **(h)** disclose without permission the Internship Organization's proprietary information, records or confidential information concerning its clients; or **(i)** enter into personal relationships with a client or Internship Organization representative during the term of my placement. I understand that the Internship Organization may dismiss me if I engage in any of these behaviors.

6. I agree to contact the Aviation Internship Coordinator if I believe I have been discriminated against, harassed or injured while engaged in this learning activity. The Aviation Internship Coordinator will report the issue to the University's Equal Opportunity (EO) Manager, who will determine the disposition of the allegation or complaint.

7. I understand and acknowledge that neither the University nor the Internship Organization assumes any financial responsibility in the event I am injured or become ill as a result of my participating in this learning activity. I understand that I am personally responsible for paying any costs I may incur for the treatment of any such injury or illness. I acknowledge that the University recommends that I carry health insurance. I have read these guidelines, I understand them, and I agree to comply with them.

Student Name:

Student Signature:

Date:

Internship Supervisor Name:

Internship Supervisor Signature: _

Date:

