New Professional Practices Cluster course  
College of Science, Technology and Health

STH 440 Related Occupational Experience/Internship

Instructor: Dr. John Marshall, 780-5447, jmarshal@usm.maine.edu  
Frequency: Fall, Spring, and Summer – 1 to 6 credits  
Prerequisites: Permission of Instructor

Course Description
The purpose of the professional internship is to provide students with the opportunity to advance and refine technical and professional competencies during employment with a business or industry. Student interns will demonstrate professionalism and accountability in all aspects of their agreement. They will fulfill their commitments to the best of their ability, and make consistent contributions to the hosting firm. Each Intern will develop a portfolio (notebook) containing documentation of their experiences.

The company who accepts and works with a student during the internship plays a vital role towards the success of this program. Their dedication and support of this educational process is greatly appreciated. The hosting firm is requested to assign to the intern professional responsibilities under the guidance of an experienced employee. The College of Science, Technology, and Health’s Internship Coordinator (IC) will assist in maintaining a high quality, productive experience for both the intern and the hosting firm. This involves evaluating the professional merits and suitability of the position; evaluating the intern’s portfolio; and assigning the internship grade (pass / fail).

Course Outcomes
1. Provide the opportunity to integrate and apply the knowledge, skills and attitudes developed at the University of Southern Maine.
2. Provide the opportunity to work within an on-going business enterprise, meeting the performance standards set for regular employees and management, as well as completing the learning experiences that are integrated into the daily work routines of the organization.
3. Refine planning, communication, and technical abilities in real world situations while establishing resume-worthy experience for future reference.
4. Demonstrate professionalism and accountability in meeting all commitments required of the intern and make consistent contributions to their employer.
5. Submission of a professional portfolio containing the assignments identified in the Professional Internship Manual; supervisory evaluations; and a presentation discussing the experience. The IC will notify the intern of the date, time, and location of the presentation.

Academic Credit
The course may be taken multiple times, each time for a minimum of one credit and a maximum of six credits. Each credit is equivalent to 60 hours of work experience. The course belongs to the Professional Practices Thematic Cluster of the USM Core and may be taken by any USM student to count as one (and only one) course toward the cluster. In order to qualify for cluster credit, a student must accumulate a minimum of three credits in STH 440. Some departments may accept STH 400 to fulfill the practicum/internship or other requirement of their degree programs. Please consult the respective department for details.

For more information, contact Mariah Cunningham at (207) 780-5378 or mcunningham@usm.maine.edu.