APPLICATION FOR
INDIVIDUAL ENROLLMENT

Individual Enrollment Policies

- Lecture courses cannot be scheduled as individual enrollment courses.
- Deadlines for Individual Enrollment Forms are noted on the Academic Calendar. This is the only individual enrollment form that will be accepted by the Office of the Registrar.
- This form may not be submitted by the student or faxed to the Office of the Registrar.

Checklist for Student

____ Check with academic department for specific rules regarding Individual Enrollment (e.g. eligibility, repeatability).
____ Identify a faculty supervisor and meet to set expectations and learning goals, preferably one semester in advance.
____ Faculty Supervisor Name: ___________________________________________________________

Project Title: ________________________________________________________________

Student’s Name: ___________________________   Student’s ID Number: ___________________________

Course ID Number: ________ (CHEM) ________ (399) ________ (01)
Credit Hours: ________ Year: ________

Term (circle one): Fall or Spring

Student Signature: _______________________________________________________________ Date: _____________

Checklist for Faculty Supervisor

____ In consultation with student, establish learning goals and outcomes for the course and produce a detailed description and/or syllabus. Include the course schedule, a detailed description of course assignments and due dates, the grading policy, and the basis for determining a final course grade. (Additional syllabus guidelines may be found in Policy 7.6.10)

____ Provide the student with a copy of the course description/syllabus, attach a copy to this form, and sign below.

____ Submit to the Department Chair for review and signature. Department Chair must submit form to the Office of the Registrar by the published deadline.

Faculty Supervisor Signature: ______________________________________ Date: _____________

Checklist for Academic Department

I approve this individual enrollment and confirm that the following items are on file within my department.

- Course description and/or syllabus with grading rubric/policy.
- Course schedule including detailed description of course assignments and due dates
- Learning outcomes and goals for the course

Chair or Dean Signature: _______________________________________ Date: _____________

Updated 6-30-18
1. The student is responsible for obtaining employment for their internship. His/her employment must directly relate to their degree and concentration if applicable.

2. The instructor, the employer, and the student must work together to develop three different MEASUREABLE LEARNING OBJECTIVES. Students should confer with the employer and then meet with the instructor to approve the objectives.

3. The Student must maintain a WEEKLY LOG of all work related activities using the template provided below. Entries must be made every work day. Write approximately three sentences that detail your daily accomplishments. Duplicate the form as needed. Students are required to email the weekly log sheets Friday to the instructor and to ChemResearch@cofc.edu.

4. During the last week of classes, students must complete and submit the following to the instructor:
   - Student’s evaluation of the internship employer (see below)
   - The employer’s evaluation of the internship student (see below), which is completed by the employer; this should be emailed to the instructor.
   - Student’s measurable learning objectives, (see below), with the employer’s evaluation of the student’s performance; this should be emailed to the instructor.
     - Instructions to Student: Please relate this to your stated objectives and reflect on how the internship experiences related directly to your curriculum. In other words, what experiences did you have at the jobsite that enhanced your classroom coursework? This is more than just a report on daily activities. We are looking for specific ways that the internship activities are directly related to your curriculum. If you want further information on this please contact the instructor.

5. The student must be employed approximately 50 hours per semester credit hour. For example, a three credit hour Chem 381 course would require the student to work approximately 150 hours for the semester.
The College of Charleston
Department of Chemistry and Biochemistry

CHEM 381 Internship – Syllabus Template

Instructor:

Name: Pamela Riggs-Gelasco
Office: SSMB 324
Phone: 953-7455
FAX: 953-1404
Email: gelascop@cofc.edu
Office hours: T/R 10:30-11:30

Course Description:

Professional experience as a practicing chemist or biochemistry as an intern at a business or institution will be gained. Specific learning objectives will be articulated in writing prior to the start of the internship experience.

Course Objectives:

1. Students will learn how to communicate and collaborate with professionals in an authentic, real-world setting where chemistry and biochemistry skills are required.
2. Students will learn specific types of applications of chemistry or biochemistry being used in industry.
3. Students will learn how to conduct themselves professionally in an authentic, real-world setting.

Grades:

The instructor will connect weekly with the student. The weekly connections involve the student submitting their weekly activity log to the instructor. These grades along with the final report grade are used to determine the final grade for the course:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B+</td>
<td>85-89</td>
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<tr>
<td>B</td>
<td>80-84</td>
</tr>
<tr>
<td>C+</td>
<td>75-79</td>
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<tr>
<td>C</td>
<td>70-74</td>
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<tr>
<td>D+</td>
<td>65-69</td>
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<tr>
<td>D</td>
<td>60-64</td>
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<tr>
<td>F</td>
<td>0-59</td>
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Disability Statement

Any student who feels that he or she may need an accommodation due to a disability should speak to me individually to discuss your specific needs. For additional help please contact the College of Charleston Center for Disability services at http://www.cofc.edu/~cds/.
The College of Charleston  
Department of Chemistry and Biochemistry  

**CHEM 381 Internship – Basic Information Collection**

1. **Name:**  
   (Last) (First) (Middle) W" Number  

2. **E-Mail:** ____________________________  
3. **Cell Phone No.:** ( ) ________________  

4. **Home Telephone No.:** ( ) ____________  
5. **Work Phone No.:** ( ) ________________  

6. **Present Address:** ____________________  

7. **Permanent Address:** ____________________  

8. **Degree:** ____________________  

9. **Company Name:** ____________________  

10. **Employer’s Name:** ____________________  

11. **Employer’s Address:** ____________________  

12. **Name and Title of Immediate Supervisor:** ____________________  

13. **Supervisor’s E-Mail:** ____________________  
14. **Telephone:** ( ) ________________  

15. **Proposed Dates of Internship:** **Begin** ________________ **End** ________________  

16. **Job Title:** ____________________  

   **Job Responsibilities:** ____________________  
   ____________________  
   ____________________  
   ____________________  
   ____________________
The objectives must be specific to the student’s job and must clearly describe what the student plans to accomplish during the work experience. They must be reviewed by the student’s immediate supervisor, who may suggest changes or additions. The objectives must be submitted prior to the deadline for individual enrollment of the semester and must be approved by the instructor.

I will accomplish the following objectives by the conclusion of the semester.

1.

2.

3.

Student Approval Signature    Date

Supervisor Approval Signature  Date

Instructor Approval Signature   Date

Department Chair Approval Signature   Date
**The College of Charleston**  
Department of Chemistry and Biochemistry  

**CHEM 381 Internship – Employer’s Evaluation of Student**

Student’s Name: ________________________________  
Job Title: ________________________________  
Semester: ________________________________  
Employer: ________________________________  
Date: ________________________________

**INSTRUCTIONS:** The immediate supervisor will evaluate the student objectively, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards.

<table>
<thead>
<tr>
<th>RELATIONS WITH OTHERS</th>
<th>ATTITUDE -- APPLICATION TO WORK</th>
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<tbody>
<tr>
<td>____ Exceptionally well accepted</td>
<td>____ Outstanding in enthusiasm</td>
</tr>
<tr>
<td>____ Works well with others</td>
<td>____ Very interested and industrious</td>
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<tr>
<td>____ Gets along satisfactorily</td>
<td>____ Average in diligence and interest</td>
</tr>
<tr>
<td>____ Has some difficulty working with others</td>
<td>____ Somewhat indifferent</td>
</tr>
<tr>
<td>____ Works very poorly with others</td>
<td>____ Definitely not interested</td>
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<tr>
<th>JUDGMENT</th>
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<tr>
<td>____ Exceptionally mature</td>
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<tr>
<td>____ Above average in making decisions</td>
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<tr>
<td>____ Usually makes the right decision</td>
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<tr>
<td>____ Often uses poor judgment</td>
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<tr>
<td>____ Consistently uses bad judgment</td>
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<tr>
<th>DEPENDABILITY</th>
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<tbody>
<tr>
<td>____ Completely dependable</td>
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<tr>
<td>____ Above average in dependability</td>
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<tr>
<td>____ Usually dependable</td>
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<tr>
<td>____ Sometimes neglectful or careless</td>
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<td>____ Unreliable</td>
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<tr>
<th>ABILITY TO LEARN</th>
<th>QUALITY OF WORK</th>
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<tbody>
<tr>
<td>____ Learns very quickly</td>
<td>____ Excellent</td>
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<tr>
<td>____ Learns readily</td>
<td>____ Very good</td>
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<tr>
<td>____ Average in learning</td>
<td>____ Average</td>
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<tr>
<td>____ Rather slow to learn</td>
<td>____ Below average</td>
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<tr>
<td>____ Very slow to learn</td>
<td>____ Very poor</td>
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<tr>
<th>ATTENDANCE: ____ Regular</th>
<th>PUNCTUALITY: ____ Regular</th>
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<tr>
<td>____ Irregular</td>
<td>____ Irregular</td>
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<th>OVER-ALL PERFORMANCE</th>
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<td>Outstanding</td>
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**REMARKS:**  
________________________________________________________________________________________

________________________________________________________________________________________

This report has been discussed with student: _____ Yes   _____ No

Signature of Immediate Supervisor: ________________________________  
Date: ________________________________

Print Supervisors Name: ________________________________  
Phone: ________________________________
The College of Charleston
Department of Chemistry and Biochemistry

CHEM 381 Internship – Student’s Evaluation of Employer

Employer's Name: ________________________________
Job Title ________________________________________

1. Overall rating of employer:
   _____ Excellent  _____ Good  _____ Fair  _____ Poor

2. Overall rating of work experience:
   _____ Excellent  _____ Good  _____ Fair  _____ Poor

3. How much of your work experience was related to your studies?
   _____ 100%  _____ 75%  _____ 50%  _____ 25%  _____ 0%

4. Rating of learning as a result of your internship experience:
   _____ Excellent  _____ Good  _____ Fair  _____ Poor

5. Would you repeat your work experience with the same employer? _____ Yes  _____ No
   If not, explain why. __________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

6. Would you recommend your employer to other internship students? _____ Yes  _____ No
   If not, explain why. __________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

1. Based upon your work experience, what additional instructional content or revisions should be included within the Curriculum?
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

2. Any additional comments?
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

   Student's Name (print): ________________________________

   Student’s Signature: ________________________________ Date ______________
# CHEM 381 Internship – Weekly Log

**NAME:** ___________________________  
Sunday, ___________________________ to Saturday, ___________________________

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<tr>
<th>DATE</th>
<th>DESCRIPTION OF ACTIVITIES</th>
<th>HRS</th>
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**TOTAL HOURS**