ELECTRONIC ENGINEERING TECHNOLOGY
EET 260 SYLLABUS

COURSE: EET 260 Electronic Engineering Technology Field Experience

CREDITS: 2 (0:100:2)

INSTRUCTOR: EET Department Faculty

PREREQUISITES: SDV 101 Career Development and permission of the department head. This course should be taken at the end of the student’s program of study.

TEXT: There is no text required for this course.

COURSE DESCRIPTION: In order to obtain an actual training experience, the student secures or is placed in an approved position relevant to his or her areas of emphasis. The student is required to develop, in cooperation with the instructor and field supervisor, a learning contract for the field experience. Supervision and grading of the training experience are provided by both the instructor and the field supervisor. Hours: 100 as an intern. Prerequisites: SDV 101 and permission of the department head. Usually offered in the spring.

COURSE OBJECTIVES: (all students)

1. Integrate skills and knowledge learned in the program courses into the workplace setting.

2. Describe and explain the company structure and its business sector.

3. Describe the student role in engineering and technology within the company.

4. Use ANSI standard technical drawings, acceptable to the field experience site operations.

5. Analyze multi-loop, multi-source AC circuits using mesh analysis.

6. Demonstrate theoretical proficiency of basic analog electronics involving the diode, bipolar junction transistor, various field effect transistors, OP amps, SCR, Triacs, and Diacs.

7. Demonstrate an understanding of number systems and digital codes to construct, test, and troubleshoot digital circuits and subsystems.

8. Demonstrate troubleshooting knowledge, skills, and techniques.

9. Analyze, design and implement microprocessor systems.

10. Install, program and troubleshoot transducers and data acquisition systems.
11. Demonstrate skills and knowledge in various communication system design and analysis.

12. Demonstrate skills and knowledge in various Digital Telecommunication systems design and analysis

13. Demonstrate skills and knowledge in various Network communication systems design and analysis.

*Satisfies GEO objectives 1,2,3,5,6,7,8

*Note: Course objectives not met at agency placement must be addressed as a report or case study and summarized in the required paper.

REQUIREMENTS:

1. Have an agency agreement signed by the site supervisor on file at Wor-Wic. No work can be completed or hours logged until this is completed.

2. Complete a 100 hour placement in a work environment approved by the Department Head. Meet with the faculty supervisor at least 3 times during the field experience.

3. Meet with the faculty supervisor and the onsite supervisor to develop a learning contract.

4. Maintain a journal which includes a log of hours, dates worked and a summary of duties performed. Your journal should include one of the following statements for each entry:
   - This is like I learned in EET ___.
   - This is different than what I learned in EET ___.
   - This was a new skill I learned.

5. Complete an academic paper assigned. 500 word minimum explaining what you learned from your field experience and what advice you might give to other students who still need to complete a field experience. Graded using the following rubric:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>25</th>
<th>20</th>
<th>15</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application of coursework to field experience (Think critically and reason logically GEO 2)</td>
<td>The paper ties the student’s coursework at Wor-Wic to their field experience and explains how they were able to apply their course material to real world situations.</td>
<td>The paper ties the student’s coursework at Wor-Wic to their field experience and explains how they were able to apply some of their course material to real world situations.</td>
<td>The paper ties the student’s coursework at Wor-Wic to their field experience but does not demonstrate any application of course material to real world situations.</td>
<td>Little to no explanation of how coursework related to their field experience.</td>
</tr>
</tbody>
</table>
7. Request completion of RFE Employer Evaluation of student/program specific evaluation from the onsite supervisor and forward it to the college faculty member at the end of the semester.
8. Complete an evaluation of the agency and submit it to the faculty supervisor at the completion of the field experience.

GRADING:

Faculty Evaluation of Student Learning Contract/Performances 75 points
Supervisor Check sheet: “Employer Evaluation of Student” 75 points
Program Specific Evaluation (site Supervisor) 50 points
Student Work Journal and log of attendance 50 points
Required (Summary) Paper 50 points

Total: 300 points

Grade conversion scale

270-300 A
240-269 B
210-239 C
180-209 D
Less than 180 F

OPERATIONAL GUIDELINES FOR RELATED FIELD EXPERIENCE

Below are the operational guidelines for Related Field Experience:

1. Students enrolled in a curriculum requiring a Related Field Experience (RFE) course should schedule the experience toward the end of the academic program. Faculty works with students on a one-to-one basis to select an appropriate field experience.

2. Prior approval of the academic advisor and department head must be obtained to register for an RFE course.

3. A course syllabus, Agency Agreement, Learning Contract, Log of Attendance and RFE student/program evaluation form will be given to each student enrolled in an RFE course by the faculty member. Contained in this syllabus.
4. A student enrolled in an RFE course will develop a learning contract which will be signed by the student and faculty member and approved by the department head or dean, and by a representative of the sponsoring agency.

5. The Student learning contract and agency agreement will contain the following items:

   A. Student’s name
   B. Faculty member’s name
   C. Academic Term and year
   D. Course number and hours required
   E. Agency address and phone number
   F. Field supervisor’s and agency head’s name (if different).
   G. Learning objective(s), activities and methods of evaluation to be used and deadline dates to meet these objectives
   H. Signatures of required persons
   I. Attendance log

6. To receive an “S” grade at midterm the student must contact the Faculty supervisor prior to an agreed upon date during the semester with an update of progress. Significant hours must be completed and current log of attendance/journal presented to the faculty supervisor to receive an S.
AGENCY AGREEMENT
OCCUPATIONAL FIELD EXPERIENCE

It is to the mutual benefit of this agency and Wor-Wic Community College to cooperate in occupational educational programs. It is also in the best interest of all parties involved to jointly plan for the organization, administration, and operation of this educational workplace field experience.

The following Wor-Wic Community College student is approved for field experience in the following agency:

Student Name: ____
Agency Supervisor: ____
Agency Name: ____
Address: ____ City: ____
Phone: ____

The days and times agreed to for the completion of this field experience include hours as follows:

____
____
(or see the attached schedule of days and hours)

Conditions:

The terms of this agreement shall be for the academic term noted above. Each party agrees to indemnify and hold harmless all parties from all liability arising out of acts or omissions in connection with any activity, which is subject matter of this agreement.

Each part of this agency agreement is an independent contractor and each complies with the nondiscrimination legislation and procedures required by law. With regard to the education experience identified herewith, each party does not discriminate on the basis of age, gender, race, color, religion, national origin, marital status, sexual orientation, genetic information or disability in the admission and treatment of students, access to educational programs and activities, and terms and conditions of employment. Student-related inquiries should be directed to the dean of student development at (410) 334-2893, and employment-related inquiries should be directed to the director of human resources at (410) 334-2920, or they can be mailed to the attention of these individuals at Wor-Wic Community College, 32000 Campus Dr., Salisbury, MD 21804.

This agency agreement is constituted under the laws and regulations of the Maryland Higher Education Commission and the State of Maryland.

________________________________________  _________________
Faculty Signature  Date   Agency Head Signature  Date
LEARNING CONTRACT

OCCUPATIONAL FIELD EXPERIENCE

Course Prefix No. ______________________________  Academic Year ________________

(Type or Print) Academic Term ________________

Student Name _________________________________  SSN# _______________________

Agency Site ___________________________  Agency Supervisor ______________________ Telephone ___________________________

List Student Learning Objectives and Activities: (Attach another page if necessary)

(To be determined by student and faculty)

Methods of Evaluation by Field Supervisor:

Field Supervisor will evaluate student based on current workplace standards.

Methods of Evaluation by Faculty:

Faculty will evaluate student based on Academic Paper, Log of attendance, and Journal.

Grade ______     Student Signature _____________________

Verified Log of Attendance ___________  Faculty Signature _____________________

APPROVAL:

Department Head or Faculty Supervisor

Attach to: 1) Learning Contract Form; 2) Agency Agreement; 3) Attendance Log; and 4) Checksheet: Employer Evaluation of Student 5) Grade. (The Registrar will post the grade and send the student a copy.)
Employer Evaluation of Student

Student Name ____________________________________ Date __________________

RFE Location: ____________________________________

<table>
<thead>
<tr>
<th>Needs</th>
<th>Improvement</th>
<th>Acceptable</th>
<th>Good</th>
<th>Excellent</th>
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<tbody>
<tr>
<td>Attendance</td>
<td>1 2</td>
<td>3 4</td>
<td>5 6</td>
<td>7 8</td>
</tr>
<tr>
<td>Punctuality</td>
<td>1 2</td>
<td>3 4</td>
<td>5 6</td>
<td>7 8</td>
</tr>
<tr>
<td>Dependability</td>
<td>1 2</td>
<td>3 4</td>
<td>5 6</td>
<td>7 8</td>
</tr>
<tr>
<td>Initiative</td>
<td>1 2</td>
<td>3 4</td>
<td>5 6</td>
<td>7 8</td>
</tr>
<tr>
<td>Attitude</td>
<td>1 2</td>
<td>3 4</td>
<td>5 6</td>
<td>7 8</td>
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<tr>
<td>Interaction with clients</td>
<td>1 2</td>
<td>3 4</td>
<td>5 6</td>
<td>7 8</td>
</tr>
<tr>
<td>Interaction with staff</td>
<td>1 2</td>
<td>3 4</td>
<td>5 6</td>
<td>7 8</td>
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<tr>
<td>Judgment</td>
<td>1 2</td>
<td>3 4</td>
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<td>7 8</td>
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<tr>
<td>Professionalism</td>
<td>1 2</td>
<td>3 4</td>
<td>5 6</td>
<td>7 8</td>
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</table>

- What are the student’s strengths?

- What, if any, are areas needing improvement?

- Additional comments:

_____ I have shared this evaluation with the student.

Signature ____________________________________ Date ________________

Field Placement Supervisor

_________________________________________ Date ________________

Student
Electronics Engineering Technology 7 EET 260
# Program Specific Evaluation

<table>
<thead>
<tr>
<th>Did Wor-Wic Community College prepare the student to:</th>
<th>Not Applicable</th>
<th>Unacceptable</th>
<th>Acceptable</th>
<th>Highly Acceptable</th>
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<tr>
<td></td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>1. Read and interpret basic prints</td>
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<td>2. Demonstrate proficiency in analog electronics</td>
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<td>3. Analyze microprocessors, transducers and programmable controllers</td>
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<td>4. Derive frequency response transfer functions</td>
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<td>5. Explain a quality system</td>
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<td>6. Demonstrate skill and knowledge in communications, telecommunication systems and network communications systems.</td>
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<td>7. Construct, test and troubleshoot digital circuits</td>
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<td>9. Demonstrate an understanding of number systems and digital codes</td>
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I have shared this evaluation with the student.

Supervisor Signature: ___________________________ Date: ____________

Student Signature: ___________________________ Date: ____________
LOG OF ATTENDANCE
Field Experience Hours of Attendance

NAME _______________________________  ________________________
SS # _________________________________  Field Supervisor
COURSE PREFIX # ____________________  ________________________
ACADEMIC TERM _________ Year ______  Agency Address
                     Hours Required __________

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIMES</th>
<th>TOTAL HOURS FOR DAY</th>
<th>CUMULATIVE HOURS</th>
<th>VERIFIED</th>
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PLACEMENT EVALUATION

Placement Location________________________
Student__________________________________
SS Number_______________________________
Supervisor_______________________________

Please take this opportunity to evaluate your placement. You are encouraged to share this with your supervisor.

Please evaluate the following:

1. Opportunity to apply formal learning.

2. Opportunity to interact with supervisor.

3. Agency’s strengths. Please list:

4. Recommendations for improvement

____________________________
Student

___________________
Date