INTERNSHIPS

Internship Credit is awarded as 60 semester hours per credit unless otherwise specified.

- · 1 credit 60 semester hours
- · 2 credits 120 semester hours
- · 3 credits 180 semester hours

ADJ - Administration of Justice

ADJ 190 Administration of Justice Internship (1 credit)

College-Sponsored Experiential Learning (CSEL) is designed to integrate on-the-job learning experiences with classroom studies. These experiences are structured either to explore career options or to prepare for a specific occupation. Students participating in the Cooperative Education and Internship Program gain college credit and are graded for their learning/work experience by the appropriate faculty. Students participating in this 60 hour internship will earn 1 college credit for this experience. NOTE To be eligible for an internship, students must: Have completed a minimum of 18 or more credits within the last 5 years. Have begun course work in their major (at least 9 credits). Have an overall grade point average (GPA) of 2.5. Obtain a written recommendation by a DCCC faculty within the discipline of the internship. Submit a current resume to the Office of Student Employment Services. Upon successful completion of this hands-on work experience, the student should be able to satisfy instructionally selected competencies from those below according to the number of credits to be awarded.

Upon successful completion of this course, students should be able to: Explain three program-related concepts that have been applied during the work experience.

Describe the ways that technology is utilized in the work experience. Analyze the culture of the host organization.

Analyze an operational process within the work experience.

Demonstrate how assigned tasks depend on successful communication.

Describe how time and activity are managed to meet work-imposed

Describe an instance where problem-solving skills were needed to analyze a situation in the work experience.

Demonstrate specifically how job-related competence has improved.

Formulate a self-assessment for career growth and personal satisfaction.

Satisfy the competencies of the chosen CSEL placement (to be developed in consultation with the CSEL instructor).

Work closely with a faculty mentor in the student's program/major to complete a project which articulates how the experience helps the student achieve program outcomes

1 Credit

ADJ 194 Administration of Justice Internship (2 credits)

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ADJ 199 Administration of Justice Internship (3 credits)

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Work closely with a faculty mentor in the student's program/major to complete a project which articulates how the experience helps the student achieve program outcomes

3 Credits

AHM - Allied Health Medical

AHM 199 Medical Assistant Externship

This 4 credit course is 240 hours and includes administrative and clinical experiences in a medical office or ambulatory health care facility during working hours. Externship must be scheduled with the practicum coordinator of the Medical Assistant program. NOTE: All program courses must be completed prior to taking this course.

Upon successful completion of this course, students should be able to: Apply knowledge of the anatomical structure and physiological functioning of the human body and of medical terms descriptive of body systems. Apply the business/administrative and clinical duties of the medical assistant.

Function as an assistant to the physician in a medical and/or other health care setting.

Implement the ethical and legal responsibilities of the medical assistant in the health care delivery system.

Apply selected principles of biophysical and psychosocial sciences in providing assistance to the physician.

Maintain business and patient health records.

Discuss the fundamental concepts of disease.

4 Credits

ART - Art

ART 190 ART Internship (1 credit)

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1 Credit

ART 194 ART Internship (2 credits)

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COMM - Communication Studies

COMM 190 Communications Internship (1 credit)

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Work closely with a faculty mentor in the student's program/major to complete a project which articulates how the experience helps the student achieve program outcomes

1 Credit

COMM 194 Communications Internship (2 credits)

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COMM 199 Communications Internship (3 credits)

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3 Credits

CPT - Carpentry

CPT 190 Carpentry Internship (1 credit)

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1 Credit

CPT 194 Carpentry Internship (2 credits)

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CS - Computer Studies

CS 190 Computer Programming Internship (1 credit)

(formerly DPR 190) College-Sponsored Experiential Learning (CSEL) is designed to integrate on-the-job learning experiences with classroom studies. These experiences are structured either to explore career options or to prepare for a specific occupation. Students participating in the Cooperative Education and Internship Program gain college credit and are graded for their learning/work experience by the appropriate faculty. Students participating in this 60 hour internship will earn 1 college credit for this experience. Upon successful completion of this hands-on work experience, the student should be able to satisfy instructionally selected competencies from those below according to the number of credits to be awarded. NOTE To be eligible for an internship, students must: Have completed a minimum of 18 or more credits within the last 5 years. Have begun course work in their major (at least 9 credits). Have an overall grade point average (GPA) of 2.5. Obtain a written recommendation by a DCCC faculty within the discipline of the internship. Submit a current resume to the Office of Student Employment Services.

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Work closely with a faculty mentor in the student's program/major to complete a project which articulates how the experience helps the student achieve program outcomes.

1 Credit

deadlines.

CS 194 Computer Programming Internship (2 credit)

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CUL - Culinary Arts

CUL 199 Culinary Externship

Externship and/or Experiential Learning will provide an opportunity for Culinary Arts students, who have demonstrated a proficiency with basic skills to gain practical field experience. This field experience will allow the students to apply their acquired skills and develop greater proficiency in a real world situation. Students participating in this 180 hour experience will also earn 3 college credits for this experience.

Upon successful completion of this course, students should be able to: Demonstrate the ability to apply kitchen safety and sanitation concepts learned in HRM.

Demonstrate the ability to perform in a professional setting in a professional manner with regard to attendance, punctuation, teamwork, attitude, production volume and quality, and ability to meet prescribed deadlines. Demonstrate the ability to maintain a journal of their work experience including a log of duties performed, skills demonstrated, special project assignments, challenges encountered, supervisor reviews and self-reflections.

Demonstrate the ability to apply basic cooking skills learned in CUL 115 / CUL 230 or CUL 150 / CUL 151.

For Cooking Assignments (CUL 115 / CUL 230)- Proper use of commercial food service equipment, safe kitchen work habits, safe food handling, proficiency in knife skills and the use of kitchen tools, proficiency in weights, measures and recipe conversions.

For Baking Assignments (CUL 150 / CUL 151) Proper application of baking techniques, proficiency in proper mixing of ingredients, proficiency in production to various baked goods, proficiency in the use of kitchen tools, proficiency in weights, measures and recipe conversions.

ECE - Early Childhood Education

ECE 190 ECE Internship (1 credit)

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1 Credit

ECE 194 ECE Internship (2 credits)

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ECE 199 ECE Internship (3 credits)

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Formulate a self-assessment for career growth and personal satisfaction.

Satisfy the competencies of the chosen CSEL placement (to be developed in consultation with the CSEL instructor).

Work closely with a faculty mentor in the student's program/major to complete a project which articulates how the experience helps the student achieve program outcomes

3 Credits

ELT - Electrical Occupations

ELT 190 Electrical Internship (1 credit)

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ELT 194 Electrical Internship (2 credits)

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Work closely with a faculty mentor in the student's program/major to complete a project which articulates how the experience helps the student achieve program outcomes.

2 Credits

ELT 199 Electrical Internship (3 credits)

College-Sponsored Experiential Learning (CSEL) is designed to integrate on-the-job learning experiences with classroom studies. These experiences are structured either to explore career options or to prepare for a specific occupation. Students participating in the Cooperative Education and Internship Program gain college credit and are graded for their learning/work experience by the appropriate faculty. Students participating in this 180 hour internship will earn 3 college credits for this experience. Upon successful completion of this hands-on work experience, the student should be able to satisfy instructionally selected competencies from those below according to the number of credits to be awarded. NOTE To be eligible for an internship, students must: Have completed a minimum of 18 or more credits within the last 5 years. Have begun course work in their major (at least 9 credits). Have an overall grade point average (GPA) of 2.5. Obtain a written recommendation by a DCCC faculty within the discipline of the internship. Submit a current resume to the Office of Student Employment Services.

Upon successful completion of this course, students should be able to: Explain three program-related concepts that have been applied during the work experience.

Describe the ways that technology is utilized in the work experience. Analyze the culture of the host organization.

Analyze an operational process within the work experience.

Demonstrate how assigned tasks depend on successful communication.

Describe how time and activity are managed to meet work-imposed

Describe an instance where problem-solving skills were needed to analyze a situation in the work experience.

Formulate a self-assessment for career growth and personal satisfaction. Satisfy the competencies of the chosen CSEL placement (to be developed in consultation with the CSEL instructor).

Work closely with a faculty mentor in the student's program/major to complete a project which articulates how the experience helps the student achieve program outcomes.

EMER - Emergency Management and Planning

EMER 199 Emergency Management and Planning Internship (3 credit)

The Emergency Management & Planning College-Sponsored Experiential Learning (CSEL) Internship is designed to integrate on-the-job learning experiences in conjunction with classroom studies in the field of emergency management and planning. These experiences are structured either to prepare the student for a specific occupation in the various management branches of emergency services or to allow the student to explore career options in various emergency services management and planning roles. Students in the EMER CSEL internship program gain college credit and are graded for their learning/work experience by the appropriate faculty. Students participating in this 180-hour internship will earn three (3) college credits for this experience. Upon successful completion of this hands-on work experience, the student should be able to satisfy instructionally selected course competencies listed. Upon successful completion of this course, students should be able to: Explain three program related concepts that have been applied during the (CSEL) Internship.

Describe the ways that various technology was utilized during in the work experience.

Analyze the culture of the host organization.

Analyze an operational process that was utilized within the work experience. Demonstrate how assigned tasks depend on successful communication. Describe how time and activity are managed to meet work-imposed deadlines.

Describe an instance where problem-solving skills were needed to analyze a situation in the work experience.

Demonstrate specifically how job-related competence in emergency management has improved.

Formulate a self-assessment for career growth and personal satisfaction as it relates to emergency management and planning.

Satisfy the competencies of the chosen CSEL placement that were developed in consultation with the CSEL instructor.

Work closely with a faculty mentor within the EMER major to complete a project which articulates how the experience helps the student achieve program outcomes.

3 Credits

HIS - History

HIS 190 History Internship (1 credit)

College-Sponsored Experiential Learning (CSEL) is designed to integrate on-the-job learning experiences with classroom studies. These experiences are structured either to explore career options or to prepare for a specific occupation. Students participating in the Cooperative Education and Internship Program gain college credit and are graded for their learning/work experience by the appropriate faculty. Students participating in this 60 hour internship will earn 1 college credit for this experience, pon successful completion of this hands-on work experience, the student should be able to satisfy instructionally selected competencies from those below according to the number of credits to be awarded. NOTE Prerequisites: To be eligible for an internship, students must: Have completed a minimum of 18 or more credits within the last 5 years. Have begun course work in their major (at least 9 credits). Have an overall grade point average (GPA) of 2.5. Obtain a written recommendation by a DCCC faculty within the discipline of the internship. Submit a current resume to the Office of Student Employment Services. Upon successful completion of this course, students should be able to: Explain three program-related concepts that have been applied during the work experience.

Describe the ways that technology is utilized in the work experience. Analyze the culture of the host organization.

Analyze an operational process within the work experience.

Demonstrate how assigned tasks depend on successful communication.

Describe how time and activity are managed to meet work-imposed deadlines.

Describe an instance where problem-solving skills were needed to analyze a situation in the work experience.

Demonstrate specifically how job-related competence has improved. Formulate a self-assessment for career growth and personal satisfaction. Satisfy the competencies of the chosen CSEL placement (to be developed in consultation with the CSEL instructor).

Work closely with a faculty mentor in the student's program/major to complete a project which articulates how the experience helps the student achieve program outcomes

HIS 194 History Internship (2 Credits)

College-Sponsored Experiential Learning (CSEL) is designed to integrate on-the-job learning experiences with classroom studies. These experiences are structured either to explore career options or to prepare for a specific occupation. Students participating in the Cooperative Education and Internship Program gain college credit and are graded for their learning/work experience by the appropriate faculty. Students participating in this 120 hour internship will earn 2 college credits for this experience. pon successful completion of this hands-on work experience, the student should be able to satisfy instructionally selected competencies from those below according to the number of credits to be awarded. NOTE Prerequisites: To be eligible for an internship, students must: Have completed a minimum of 18 or more credits within the last 5 years. Have begun course work in their major (at least 9 credits). Have an overall grade point average (GPA) of 2.5. Obtain a written recommendation by a DCCC faculty within the discipline of the internship. Submit a current resume to the Office of Student Employment Services. Upon successful completion of this course, students should be able to: Explain three program-related concepts that have been applied during the work experience.

Describe the ways that technology is utilized in the work experience. Analyze the culture of the host organization.

Analyze an operational process within the work experience.

Demonstrate how assigned tasks depend on successful communication.

Describe how time and activity are managed to meet work-imposed deadlines.

Describe an instance where problem-solving skills were needed to analyze a situation in the work experience.

Demonstrate specifically how job-related competence has improved.

Formulate a self-assessment for career growth and personal satisfaction.

Satisfy the competencies of the chosen CSEL placement (to be developed in consultation with the CSEL instructor).

Work closely with a faculty mentor in the student's program/major to complete a project which articulates how the experience helps the student achieve program outcomes

2 Credits

HIS 199 History Internship (3 credits)

College-Sponsored Experiential Learning (CSEL) is designed to integrate on-the-job learning experiences with classroom studies. These experiences are structured either to explore career options or to prepare for a specific occupation. Students participating in the Cooperative Education and Internship Program gain college credit and are graded for their learning/work experience by the appropriate faculty. Students participating in this 180 hour internship will earn 3 college credits for this experience. Upon successful completion of this hands-on work experience, the student should be able to satisfy instructionally selected competencies from those below according to the number of credits to be awarded. NOTE Prerequisites: To be eligible for an internship, students must: Have completed a minimum of 18 or more credits within the last 5 years. Have begun course work in their major (at least 9 credits). Have an overall grade point average (GPA) of 2.5. Obtain a written recommendation by a DCCC faculty within the discipline of the internship. Submit a current resume to the Office of Student Employment Services. Upon successful completion of this course, students should be able to: Explain three program-related concepts that have been applied during the work experience.

Describe the ways that technology is utilized in the work experience. Analyze the culture of the host organization.

Analyze an operational process within the work experience.

Demonstrate how assigned tasks depend on successful communication.

Describe how time and activity are managed to meet work-imposed deadlines.

Describe an instance where problem-solving skills were needed to analyze a situation in the work experience.

Demonstrate specifically how job-related competence has improved.

Formulate a self-assessment for career growth and personal satisfaction.

Satisfy the competencies of the chosen CSEL placement (to be developed in consultation with the CSEL instructor).

Work closely with a faculty mentor in the student's program/major to complete a project which articulates how the experience helps the student achieve program outcomes

3 Credits

HRM - Hotel/Restaurant Management

HRM 199 Hospitality Studies Internship (3 credit)

Internship and/or College Sponsored Experiential Learning (CSEL) provides qualified, enthusiastic students with opportunities to receive academic credit for work experience in the hospitality field. Internships and/or CSEL combine classroom theory with practical, real-world employment experiences. Students participating in this 180 experience will earn 3 college credits for this experience. NOTE To be eligible for an internship, students must: Have earned 21 or more credits at DCCC Have an overall average grade point average of 2.5 Obtain written recommendation from a DCCC instructor of Hotel and Restaurant Management or Culinary Arts Submit an updated resume and application for this course to the Office of Student Employment Services Upon successful completion of this course, students should be able to: Develop, observe and perform technical skills as required in the hospitality work position assigned by employer.

Develop, observe and perform interpersonal skills as required in the hospitality work position assigned by employer.

Observe and use the equipment and technology used in the hospitality work position assigned by employer.

Submit written reports and/or journals as required by the Office of Student Employment Services and supervising faculty.

HVA - Heating Ventilation & Air Conditioning

HVA 190 Heating, Ventilation and Air Conditioning Internship (1 credit) College-Sponsored Experiential Learning (CSEL) is designed to integrate on-the-job learning experiences with classroom studies. These experiences are structured either to explore career options or to prepare for a specific occupation. Students participating in the Cooperative Education and Internship Program gain college credit and are graded for their learning/work experience by the appropriate faculty. Students participating in this 60 hour internship will earn 1 college credit for this experience. Upon successful completion of this hands-on work experience, the student should be able to satisfy instructionally selected competencies from those below according to the number of credits to be awarded. NOTE To be eligible for an internship, students must: Have completed a minimum of 18 or more credits within the last 5 years. Have begun course work in their major (at least 9 credits). Have an overall grade point average (GPA) of 2.5. Obtain a written recommendation by a DCCC faculty within the discipline of the internship. Submit a current resume to the Office of Student Employment Services.

Upon successful completion of this course, students should be able to: Explain three program-related concepts that have been applied during the work experience.

Describe the ways that technology is utilized in the work experience. Analyze the culture of the host organization.

Analyze an operational process within the work experience.

Demonstrate how assigned tasks depend on successful communication.

Describe how time and activity are managed to meet work-imposed deadlines.

Describe an instance where problem-solving skills were needed to analyze a situation in the work experience.

Formulate a self-assessment for career growth and personal satisfaction. Satisfy the competencies of the chosen CSEL placement (to be developed in consultation with the CSEL instructor).

Work closely with a faculty mentor in the student's program/major to complete a project which articulates how the experience helps the student achieve program outcomes.

1 Credit

HVA 194 Heating, Ventilation and Air Conditioning Internship (2 credits)

College-Sponsored Experiential Learning (CSEL) is designed to integrate on-the-job learning experiences with classroom studies. These experiences are structured either to explore career options or to prepare for a specific occupation. Students participating in the Cooperative Education and Internship Program gain college credit and are graded for their learning/work experience by the appropriate faculty. Students participating in this 120 hour internship will earn 2 college credits for this experience. Upon successful completion of this hands-on work experience, the student should be able to satisfy instructionally selected competencies from those below according to the number of credits to be awarded. NOTE To be eligible for an internship, students must: Have completed a minimum of 18 or more credits within the last 5 years. Have begun course work in their major (at least 9 credits). Have an overall grade point average (GPA) of 2.5. Obtain a written recommendation by a DCCC faculty within the discipline of the internship. Submit a current resume to the Office of Student Employment Services.

Upon successful completion of this course, students should be able to: Explain three program-related concepts that have been applied during the work experience.

Describe the ways that technology is utilized in the work experience. Analyze the culture of the host organization.

Analyze an operational process within the work experience.

Demonstrate how assigned tasks depend on successful communication.

Describe how time and activity are managed to meet work-imposed deadlines.

Describe an instance where problem-solving skills were needed to analyze a situation in the work experience.

Formulate a self-assessment for career growth and personal satisfaction. Satisfy the competencies of the chosen CSEL placement (to be developed in consultation with the CSEL instructor).

Work closely with a faculty mentor in the student's program/major to complete a project which articulates how the experience helps the student achieve program outcomes.

HVA 199 Heating, Ventilation and Air Conditioning Internship (3 credits)

College-Sponsored Experiential Learning (CSEL) is designed to integrate on-the-job learning experiences with classroom studies. These experiences are structured either to explore career options or to prepare for a specific occupation. Students participating in the Cooperative Education and Internship Program gain college credit and are graded for their learning/work experience by the appropriate faculty. Students participating in this 180 hour internship will earn 3 college credits for this experience. Upon successful completion of this hands-on work experience, the student should be able to satisfy instructionally selected competencies from those below according to the number of credits to be awarded. NOTE To be eligible for an internship, students must: Have completed a minimum of 18 or more credits within the last 5 years. Have begun course work in their major (at least 9 credits). Have an overall grade point average (GPA) of 2.5. Obtain a written recommendation by a DCCC faculty within the discipline of the internship. Submit a current resume to the Office of Student Employment Services.

Upon successful completion of this course, students should be able to: Explain three program-related concepts that have been applied during the work experience.

Describe the ways that technology is utilized in the work experience. Analyze the culture of the host organization.

Analyze an operational process within the work experience.

Demonstrate how assigned tasks depend on successful communication.

Describe how time and activity are managed to meet work-imposed deadlines

Describe an instance where problem-solving skills were needed to analyze a situation in the work experience.

Formulate a self-assessment for career growth and personal satisfaction. Satisfy the competencies of the chosen CSEL placement (to be developed in consultation with the CSEL instructor).

Work closely with a faculty mentor in the student's program/major to complete a project which articulates how the experience helps the student achieve program outcomes.

3 Credits

IST - Industrial Systems

IST 190 Industrial Systems Internship (1 credit)

College-Sponsored Experiential Learning (CSEL) is designed to integrate on-the-job learning experiences with classroom studies. These experiences are structured either to explore career options or to prepare for a specific occupation. Students participating in the Cooperative Education and Internship Program gain college credit and are graded for their learning/work experience by the appropriate faculty. Students participating in this 60 hour internship will earn 1 college credit for this experience. Upon successful completion of this hands-on work experience, the student should be able to satisfy instructionally selected competencies from those below according to the number of credits to be awarded. NOTE To be eligible for an internship, students must: Have completed a minimum of 18 or more credits within the last 5 years. Have begun course work in their major (at least 9 credits). Have an overall grade point average (GPA) of 2.5. Obtain a written recommendation by a DCCC faculty within the discipline of the internship. Submit a current resume to the Office of Student Employment Services.

Upon successful completion of this course, students should be able to: Explain three program-related concepts that have been applied during the work experience.

Describe the ways that technology is utilized in the work experience. Analyze the culture of the host organization.

Analyze an operational process within the work experience.

Demonstrate how assigned tasks depend on successful communication.

Describe how time and activity are managed to meet work-imposed deadlines.

Describe an instance where problem-solving skills were needed to analyze a situation in the work experience.

Demonstrate specifically how job-related competence has improved. Formulate a self-assessment for career growth and personal satisfaction. Satisfy the competencies of the chosen CSEL placement (to be developed in consultation with the CSEL instructor).

Work closely with a faculty mentor in the student's program/major to complete a project which articulates how the experience helps the student achieve program outcomes.

IST 194 Industrial Systems Internship (2 credits)

College-Sponsored Experiential Learning (CSEL) is designed to integrate on-the-job learning experiences with classroom studies. These experiences are structured either to explore career options or to prepare for a specific occupation. Students participating in the Cooperative Education and Internship Program gain college credit and are graded for their learning/work experience by the appropriate faculty. Students participating in this 120 hour internship will earn 2 college credits for this experience. Upon successful completion of this hands-on work experience, the student should be able to satisfy instructionally selected competencies from those below according to the number of credits to be awarded. NOTE To be eligible for an internship, students must: Have completed a minimum of 18 or more credits within the last 5 years. Have begun course work in their major (at least 9 credits). Have an overall grade point average (GPA) of 2.5. Obtain a written recommendation by a DCCC faculty within the discipline of the internship. Submit a current resume to the Office of Student Employment Services.

Upon successful completion of this course, students should be able to: Explain three program-related concepts that have been applied during the work experience.

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Demonstrate how assigned tasks depend on successful communication.

Describe how time and activity are managed to meet work-imposed deadlines.

Describe an instance where problem-solving skills were needed to analyze a situation in the work experience.

Demonstrate specifically how job-related competence has improved. Formulate a self-assessment for career growth and personal satisfaction. Satisfy the competencies of the chosen CSEL placement (to be developed in consultation with the CSEL instructor).

Work closely with a faculty mentor in the student's program/major to complete a project which articulates how the experience helps the student achieve program outcomes.

2 Credits

IST 199 Industrial Systems Internship (3 credits)

College-Sponsored Experiential Learning (CSEL) is designed to integrate on-the-job learning experiences with classroom studies. These experiences are structured either to explore career options or to prepare for a specific occupation. Students participating in the Cooperative Education and Internship Program gain college credit and are graded for their learning/work experience by the appropriate faculty. Students participating in this 180 hour internship will earn 3 college credits for this experience. Upon successful completion of this hands-on work experience, the student should be able to satisfy instructionally selected competencies from those below according to the number of credits to be awarded. NOTE To be eligible for an internship, students must: Have completed a minimum of 18 or more credits within the last 5 years. Have begun course work in their major (at least 9 credits). Have an overall grade point average (GPA) of 2.5. Obtain a written recommendation by a DCCC faculty within the discipline of the internship. Submit a current resume to the Office of Student Employment Services.

Upon successful completion of this course, students should be able to: Explain three program-related concepts that have been applied during the work experience.

Describe the ways that technology is utilized in the work experience. Analyze the culture of the host organization.

Analyze an operational process within the work experience.

Demonstrate how assigned tasks depend on successful communication.

Describe how time and activity are managed to meet work-imposed deadlines.

Describe an instance where problem-solving skills were needed to analyze a situation in the work experience.

Demonstrate specifically how job-related competence has improved.

LGL - Legal Studies

LGL 199 Legal Experience and Ethics

(Formerly PLG 199) This course is designed for the day or full-time students that need to satisfy the internship requirement for the Legal Studies and Paralegal Program. There are two components to this course. The first component involves an internship with a local law firm, corporate law department, government agency, or non-profit. With the assistance of the Director of Paralegal Studies and the Office of Student Employment Services and Co-ops, students will need to secure an internship. Students are required to intern a minimum of 180 hours in the paralegal field. The second component requires students to meet one hour per week to discuss job related issues and cover the fundamental principles governing the ethical practice of law for both lawyers and paraprofessional legal staff, including paralegals and interns. In addition, this segment of the course provides students with the necessary tools to identify and resolve ethical problems as well as provide practical tips to implement in everyday practice. Students will also examine the rules of ethics peculiar to the practice of law and the crucial role they play in the legal profession. This course covers the regulation of the legal profession, the unauthorized practice of law, client confidentiality, conflicts of interest, advertising and solicitation, client fees and fee sharing, and specific examples of Pennsylvania's Rules of Professional

Upon successful completion of this course, students should be able to: Communicate effectively both orally and in writing.

Identify and develop skills during the internship that are necessary for paraprofessionals in the practice of law, such as case intake, client engagement, liaison between client and lawyer, ethical compliance, and professional behavior.

Write case briefs in the FIRAC (Fact/Issue/Rules/Analysis/Conclusion) format

Acquire a sound, contextual understanding of legal and professional ethics, including, but not limited to, client confidentiality, conflict of interest, and the unauthorized practice of the law.

Analyze complex fact patterns and hypotheticals to draw a logical conclusion by applying appropriate ethical rules of professional conduct. Compile a portfolio of written assignments or work products.

4 Credits

MTT - Machine Tool Technology

MTT 190 Machine Tool Internship (1 credit)

College-Sponsored Experiential Learning (CSEL) is designed to integrate on-the-job learning experiences with classroom studies. These experiences are structured either to explore career options or to prepare for a specific occupation. Students participating in the Cooperative Education and Internship Program gain college credit and are graded for their learning/work experience by the appropriate faculty. Students participating in this 60 hour internship will earn 1 college credit for this experience. Upon successful completion of this hands-on work experience, the student should be able to satisfy instructionally selected competencies from those below according to the number of credits to be awarded. NOTE To be eligible for an internship, students must: Have completed a minimum of 18 or more credits within the last 5 years. Have begun course work in their major (at least 9 credits). Have an overall grade point average (GPA) of 2.5. Obtain a written recommendation by a DCCC faculty within the discipline of the internship. Submit a current resume to the Office of Student Employment Services.

Upon successful completion of this course, students should be able to: Explain three program-related concepts that have been applied during the work experience.

Describe the ways that technology is utilized in the work experience. Analyze the culture of the host organization.

Analyze an operational process within the work experience.

Demonstrate how assigned tasks depend on successful communication.

Describe how time and activity are managed to meet work-imposed deadlines.

Describe an instance where problem-solving skills were needed to analyze a situation in the work experience.

Demonstrate specifically how job-related competence has improved. Formulate a self-assessment for career growth and personal satisfaction. Satisfy the competencies of the chosen CSEL placement (to be developed in consultation with the CSEL instructor).

Work closely with a faculty mentor in the student's program/major to complete a project which articulates how the experience helps the student achieve program outcomes.

MTT 194 Machine Tool Internship (2 credits)

College-Sponsored Experiential Learning (CSEL) is designed to integrate on-the-job learning experiences with classroom studies. These experiences are structured either to explore career options or to prepare for a specific occupation. Students participating in the Cooperative Education and Internship Program gain college credit and are graded for their learning/work experience by the appropriate faculty. Students participating in this 120 hour internship will earn 2 college credits for this experience. Upon successful completion of this hands-on work experience, the student should be able to satisfy instructionally selected competencies from those below according to the number of credits to be awarded. NOTE To be eligible for an internship, students must: Have completed a minimum of 18 or more credits within the last 5 years. Have begun course work in their major (at least 9 credits). Have an overall grade point average (GPA) of 2.5. Obtain a written recommendation by a DCCC faculty within the discipline of the internship. Submit a current resume to the Office of Student Employment Services.

Upon successful completion of this course, students should be able to: Explain three program-related concepts that have been applied during the work experience.

Describe the ways that technology is utilized in the work experience. Analyze the culture of the host organization.

Analyze an operational process within the work experience.

Demonstrate how assigned tasks depend on successful communication.

Describe how time and activity are managed to meet work-imposed deadlines

Describe an instance where problem-solving skills were needed to analyze a situation in the work experience.

Demonstrate specifically how job-related competence has improved. Formulate a self-assessment for career growth and personal satisfaction. Satisfy the competencies of the chosen CSEL placement (to be developed in consultation with the CSEL instructor).

Work closely with a faculty mentor in the student's program/major to complete a project which articulates how the experience helps the student achieve program outcomes.

2 Credits

MTT 199 Machine Tool Internship (3 credits)

College-Sponsored Experiential Learning (CSEL) is designed to integrate on-the-job learning experiences with classroom studies. These experiences are structured either to explore career options or to prepare for a specific occupation. Students participating in the Cooperative Education and Internship Program gain college credit and are graded for their learning/work experience by the appropriate faculty. Students participating in this 180 hour internship will earn 3 college credits for this experience. Upon successful completion of this hands-on work experience, the student should be able to satisfy instructionally selected competencies from those below according to the number of credits to be awarded. NOTE To be eligible for an internship, students must: Have completed a minimum of 18 or more credits within the last 5 years. Have begun course work in their major (at least 9 credits). Have an overall grade point average (GPA) of 2.5. Obtain a written recommendation by a DCCC faculty within the discipline of the internship. Submit a current resume to the Office of Student Employment Services.

Upon successful completion of this course, students should be able to: Explain three program-related concepts that have been applied during the work experience.

Describe the ways that technology is utilized in the work experience. Analyze the culture of the host organization.

Analyze an operational process within the work experience.

Demonstrate how assigned tasks depend on successful communication.

Describe how time and activity are managed to meet work-imposed

Describe an instance where problem-solving skills were needed to analyze a situation in the work experience.

Demonstrate specifically how job-related competence has improved.

Formulate a self-assessment for career growth and personal satisfaction.

Satisfy the competencies of the chosen CSEL placement (to be developed in consultation with the CSEL instructor).

Work closely with a faculty mentor in the student's program/major to complete a project which articulates how the experience helps the student achieve program outcomes.

PCT - Process Control Technology

PCT 190 Process Control Internship (1 credit)

College-Sponsored Experiential Learning (CSEL) is designed to integrate on-the-job learning experiences with classroom studies. These experiences are structured either to explore career options or to prepare for a specific occupation. Students participating in the Cooperative Education and Internship Program gain college credit and are graded for their learning/work experience by the appropriate faculty. Students participating in this 60 hour internship will earn 1 college credit for this experience. Upon successful completion of this hands-on work experience, the student should be able to satisfy instructionally selected competencies from those below according to the number of credits to be awarded. NOTE To be eligible for an internship, students must: Have completed a minimum of 18 or more credits within the last 5 years. Have begun course work in their major (at least 9 credits). Have an overall grade point average (GPA) of 2.5. Obtain a written recommendation by a DCCC faculty within the discipline of the internship. Submit a current resume to the Office of Student Employment Services.

Upon successful completion of this course, students should be able to: Explain three program-related concepts that have been applied during the work experience.

Describe the ways that technology is utilized in the work experience. Analyze the culture of the host organization.

Analyze an operational process within the work experience.

Demonstrate how assigned tasks depend on successful communication.

Describe how time and activity are managed to meet work-imposed deadlines.

Describe an instance where problem-solving skills were needed to analyze a situation in the work experience.

Demonstrate specifically how job-related competence has improved. Formulate a self-assessment for career growth and personal satisfaction. Satisfy the competencies of the chosen CSEL placement (to be developed in consultation with the CSEL instructor).

Work closely with a faculty mentor in the student's program/major to complete a project which articulates how the experience helps the student achieve program outcomes.

1 Credit

PCT 194 Process Control Internship (2 credits)

College-Sponsored Experiential Learning (CSEL) is designed to integrate on-the-job learning experiences with classroom studies. These experiences are structured either to explore career options or to prepare for a specific occupation. Students participating in the Cooperative Education and Internship Program gain college credit and are graded for their learning/work experience by the appropriate faculty. Students participating in this 120 hour internship will earn 2 college credits for this experience. Upon successful completion of this hands-on work experience, the student should be able to satisfy instructionally selected competencies from those below according to the number of credits to be awarded. NOTE To be eligible for an internship, students must: Have completed a minimum of 18 or more credits within the last 5 years. Have begun course work in their major (at least 9 credits). Have an overall grade point average (GPA) of 2.5. Obtain a written recommendation by a DCCC faculty within the discipline of the internship. Submit a current resume to the Office of Student Employment Services.

Upon successful completion of this course, students should be able to: Explain three program-related concepts that have been applied during the work experience.

Describe the ways that technology is utilized in the work experience. Analyze the culture of the host organization.

Analyze an operational process within the work experience.

Demonstrate how assigned tasks depend on successful communication.

Describe how time and activity are managed to meet work-imposed deadlines.

Describe an instance where problem-solving skills were needed to analyze a situation in the work experience.

Demonstrate specifically how job-related competence has improved.

Formulate a self-assessment for career growth and personal satisfaction.

Satisfy the competencies of the chosen CSEL placement (to be developed in consultation with the CSEL instructor).

Work closely with a faculty mentor in the student's program/major to complete a project which articulates how the experience helps the student achieve program outcomes.

2 Credits

PCT 199 Process Control Internship (3 credits)

College-Sponsored Experiential Learning (CSEL) is designed to integrate on-the-job learning experiences with classroom studies. These experiences are structured either to explore career options or to prepare for a specific occupation. Students participating in the Cooperative Education and Internship Program gain college credit and are graded for their learning/work experience by the appropriate faculty. Students participating in this 180 hour internship will earn 3 college credits for this experience. Upon successful completion of this hands-on work experience, the student should be able to satisfy instructionally selected competencies from those below according to the number of credits to be awarded. NOTE To be eligible for an internship, students must: Have completed a minimum of 18 or more credits within the last 5 years. Have begun course work in their major (at least 9 credits). Have an overall grade point average (GPA) of 2.5. Obtain a written recommendation by a DCCC faculty within the discipline of the internship. Submit a current resume to the Office of Student Employment Services.

Upon successful completion of this course, students should be able to: Explain three program-related concepts that have been applied during the work experience.

Describe the ways that technology is utilized in the work experience. Analyze the culture of the host organization.

Analyze an operational process within the work experience.

Demonstrate how assigned tasks depend on successful communication.

Describe how time and activity are managed to meet work-imposed deadlines.

Describe an instance where problem-solving skills were needed to analyze a situation in the work experience.

Demonstrate specifically how job-related competence has improved.

PLB - Plumbing

PLB 190 Plumbing Internship (1 credit)

College-Sponsored Experiential Learning (CSEL) is designed to integrate on-the-job learning experiences with classroom studies. These experiences are structured either to explore career options or to prepare for a specific occupation. Students participating in the Cooperative Education and Internship Program gain college credit and are graded for their learning/work experience by the appropriate faculty. Students participating in this 60 hour internship will earn 1 college credit for this experience. Upon successful completion of this hands-on work experience, the student should be able to satisfy instructionally selected competencies from those below according to the number of credits to be awarded. NOTE To be eligible for an internship, students must: Have completed a minimum of 18 or more credits within the last 5 years. Have begun course work in their major (at least 9 credits). Have an overall grade point average (GPA) of 2.5. Obtain a written recommendation by a DCCC faculty within the discipline of the internship. Submit a current resume to the Office of Student Employment Services.

Upon successful completion of this course, students should be able to: Explain three program-related concepts that have been applied during the work experience.

Describe the ways that technology is utilized in the work experience. Analyze the culture of the host organization.

Analyze an operational process within the work experience.

Demonstrate how assigned tasks depend on successful communication. Describe how time and activity are managed to meet work-imposed deadlines.

Describe an instance where problem-solving skills were needed to analyze a situation in the work experience.

Formulate a self-assessment for career growth and personal satisfaction. Satisfy the competencies of the chosen CSEL placement (to be developed in consultation with the CSEL instructor).

Work closely with a faculty mentor in the student's program/major to complete a project which articulates how the experience helps the student achieve program outcomes.

1 Credit

PLB 194 Plumbing Internship (2 credits)

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Analyze an operational process within the work experience.

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Describe an instance where problem-solving skills were needed to analyze a situation in the work experience.

PSY - Psychology

PSY 190 Psychology Internship (1 credit)

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Describe the ways that technology is utilized in the work experience. Analyze the culture of the host organization.

Analyze an operational process within the work experience.

Demonstrate how assigned tasks depend on successful communication.

Describe how time and activity are managed to meet work-imposed

Describe an instance where problem-solving skills were needed to analyze a situation in the work experience.

Demonstrate specifically how job-related competence has improved. Formulated a self-assessment for career growth and personal satisfaction. Satisfy the competencies of the chosen CSEL placement (to be developed in consultation with the CSEL instructor).

Work closely with a faculty mentor in the student's program/major to complete a project which articulates how the experience helps the student achieve program outcomes.

PSY 194 Psychology Internship (2 credits)

College-Sponsored Experiential Learning (CSEL) is designated to integrate on-the-job learning experiences with classroom studies. These experiences are structured either to explore career options or to prepare for a specific occupation. Students participating in the Cooperative Education and Internship Program gain college credit and are graded for their learning/work experience by the appropriate faculty. Students participating in this 120 hour internship will earn 2 college credits for this experience. Upon successful completion of this hands-on work experience, the student should be able to satisfy instructionally selected competencies from those below according to the number of credits to be awarded. NOTE To be eligible for an internship, students must: Have completed a minimum of 18 or more credits within the last 5 years. Have begun course work in their major (at least 9 credits). Have an overall grade point average (GPA) of 2.5. Obtain a written recommendation by a DCCC faculty within the discipline of the internship. Submit a current resume to the Office of Student Employment Services.

Upon successful completion of this course, students should be able to: Explain three program-related concepts that have been applied during the work experience.

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Demonstrate how assigned tasks depend on successful communication.

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Demonstrate specifically how job-related competence has improved. Formulated a self-assessment for career growth and personal satisfaction. Satisfy the competencies of the chosen CSEL placement (to be developed in consultation with the CSEL instructor).

Work closely with a faculty mentor in the student's program/major to complete a project which articulates how the experience helps the student achieve program outcomes.

2 Credits

PSY 199 Psychology Internship (3 credits)

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Upon successful completion of this course, students should be able to: Explain three program-related concepts that have been applied during the work experience.

Describe the ways that technology is utilized in the work experience. Analyze the culture of the host organization.

Analyze an operational process within the work experience.

Demonstrate how assigned tasks depend on successful communication.

Describe how time and activity are managed to meet work-imposed

Describe an instance where problem-solving skills were needed to analyze a situation in the work experience.

Demonstrate specifically how job-related competence has improved.
Formulated a self-assessment for career growth and personal satisfaction.
Satisfy the competencies of the chosen CSEL placement (to be developed in consultation with the CSEL instructor).

Work closely with a faculty mentor in the student's program/major to complete a project which articulates how the experience helps the student achieve program outcomes.

STEM - Science, Technology, Engineering & Mathematics

STEM 190 STEM Internship (1 credit)

College-Sponsored Experiential Learning (CSEL) is designed to integrate on-the-job learning experiences with classroom studies. These experiences are structured either to explore career options or to prepare for a specific occupation. Students participating in the Cooperative Education and Internship Program gain college credit and are graded for their learning/work experience by the appropriate faculty. Students participating in this 60 hour internship will earn 1 college credit for this experience. Upon successful completion of this hands-on work experience, the student should be able to satisfy instructionally selected competencies from those below according to the number of credits to be awarded. NOTE: To be eligible for an internship, students must: Have completed a minimum of 18 or more credits within the last 5 years. Have begun course work in their STEM major (at least 9 credits). Have an overall grade point average (GPA) of 2.5. Obtain a written recommendation by a DCCC faculty within the discipline of the internship. Submit a current resume to the Office of Student Employment Services. Upon successful completion of this course, students should be able to: Explain three program-related concepts that have been applied during the work experience.

Describe the ways that technology is utilized in the work experience. Analyze the culture of the host organization.

Analyze an operational process within the work experience.

Demonstrate how assigned tasks depend on successful communication.

Describe how time and activity are managed to meet work-imposed deadlines.

Describe an instance where problem-solving skills were needed to analyze a situation in the work experience.

Demonstrate specifically how job-related competence has improved.

Formulate a self-assessment for career growth and personal satisfaction.

Satisfy the competencies of the chosen CSEL placement (to be developed in consultation with the CSEL instructor).

Work closely with a faculty mentor in the student's program/major to complete a project which articulates how the experience helps the student achieve program outcomes.

1 Credit

STEM 194 STEM Internship (2 credits)

College-Sponsored Experiential Learning (CSEL) is designed to integrate on-the-job learning experiences with classroom studies. These experiences are structured either to explore career options or to prepare for a specific occupation. Students participating in the Cooperative Education and Internship Program gain college credit and are graded for their learning/work experience by the appropriate faculty. Students participating in this 120 hour internship will earn 2 college credits for this experience. Upon successful completion of this hands-on work experience, the student should be able to satisfy instructionally selected competencies from those below according to the number of credits to be awarded. NOTE: Prerequisites: To be eligible for an internship, students must: Have completed a minimum of 18 or more credits within the last 5 years. Have begun course work in their STEM major (at least 9 credits). Have an overall grade point average (GPA) of 2.5. Obtain a written recommendation by a DCCC faculty within the discipline of the internship. Submit a current resume to the Office of Student Employment Services.

Upon successful completion of this course, students should be able to: Explain three program-related concepts that have been applied during the work experience.

Describe the ways that technology is utilized in the work experience. Analyze the culture of the host organization.

Analyze an operational process within the work experience.

Demonstrate how assigned tasks depend on successful communication.

Describe how time and activity are managed to meet work-imposed

TCS - Construction Technology

TCS 190 Construction Management Internship (1 credit)

College-Sponsored Experiential Learning (CSEL) is designed to integrate on-the-job learning experiences with classroom studies. These experiences are structured either to explore career options or to prepare for a specific occupation. Students participating in the Cooperative Education and Internship Program gain college credit and are graded for their learning/work experience by the appropriate faculty. Students participating in this 60 hour internship will earn 1 college credit for this experience. Upon successful completion of this hands-on work experience, the student should be able to satisfy instructionally selected competencies from those below according to the number of credits to be awarded. NOTE To be eligible for an internship, students must: Have completed a minimum of 18 or more credits within the last 5 years. Have begun course work in their major (at least 9 credits). Have an overall grade point average (GPA) of 2.5. Obtain a written recommendation by a DCCC faculty within the discipline of the internship. Submit a current resume to the Office of Student Employment Services.

Upon successful completion of this course, students should be able to: Explain three program-related concepts that have been applied during the work experience.

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Demonstrate how assigned tasks depend on successful communication.

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Describe an instance where problem-solving skills were needed to analyze a situation in the work experience.

Formulate a self-assessment for career growth and personal satisfaction. Satisfy the competencies of the chosen CSEL placement (to be developed in consultation with the CSEL instructor).

Work closely with a faculty mentor in the student's program/major to complete a project which articulates how the experience helps the student achieve program outcomes.

1 Credit

TCS 194 Construction Management Internship (2 credits)

College-Sponsored Experiential Learning (CSEL) is designed to integrate on-the-job learning experiences with classroom studies. These experiences are structured either to explore career options or to prepare for a specific occupation. Students participating in the Cooperative Education and Internship Program gain college credit and are graded for their learning/work experience by the appropriate faculty. Students participating in this 120 hour internship will earn 2 college credits for this experience. Upon successful completion of this hands-on work experience, the student should be able to satisfy instructionally selected competencies from those below according to the number of credits to be awarded. NOTE To be eligible for an internship, students must: Have completed a minimum of 18 or more credits within the last 5 years. Have begun course work in their major (at least 9 credits). Have an overall grade point average (GPA) of 2.5. Obtain a written recommendation by a DCCC faculty within the discipline of the internship. Submit a current resume to the Office of Student Employment Services.

Upon successful completion of this course, students should be able to: Explain three program-related concepts that have been applied during the work experience.

Describe the ways that technology is utilized in the work experience. Analyze the culture of the host organization.

Analyze an operational process within the work experience.

Demonstrate how assigned tasks depend on successful communication.

Describe how time and activity are managed to meet work-imposed

Describe an instance where problem-solving skills were needed to analyze a situation in the work experience.

TDD - Drafting/Design Tech

TDD 190 CADD Internship (1 credit)

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Demonstrate how assigned tasks depend on successful communication.

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Describe an instance where problem-solving skills were needed to analyze a situation in the work experience.

Demonstrate specifically how job-related competence has improved. Formulate a self-assessment for career growth and personal satisfaction. Satisfy the competencies of the chosen CSEL placement (to be developed in consultation with the CSEL instructor).

Work closely with a faculty mentor in the student's program/major to complete a project which articulates how the experience helps the student achieve program outcomes.

1 Credit

TDD 194 CADD Internship (2 credits)

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deadlines

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TME - Mechanical Technology

TME 190 Advanced Technologies Internship (1 credit)

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Demonstrate specifically how job-related competence has improved. Formulate a self-assessment for career growth and personal satisfaction. Satisfy the competencies of the chosen CSEL placement (to be developed in consultation with the CSEL instructor).

Work closely with a faculty mentor in the student's program/major to complete a project which articulates how the experience helps the student achieve program outcomes.

TME 194 Advanced Technologies Internship (2 credits)

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Upon successful completion of this course, students should be able to: Explain three program-related concepts that have been applied during the work experience.

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2 Credits

TME 199 Advanced Technologies Internship (3 credits)

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WLD - Welding

WLD 190 Welding Internship (1 credit)

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1 Credit

WLD 194 Welding Internship (2 credits)

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WLD 199 Welding Internship (3 credits)

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