CIS Internship Course Syllabus

COURSE: CIS 299 - Computer Information Systems Internship   3 credits
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TEXT: none

DESCRIPTION: Students will obtain actual work experience within their field of study. They will have the opportunity to apply knowledge learned in their completed CIS courses to real business situations and will continue to develop their technical skills and increase their comprehension of their profession by working with and learning from professionals within the computer technology industry. Eighteen contact hours per week during the semester are required to earn 3 credit hours (approximately 288 hours total).

PREREQUISITE: Departmental and administrative approval and at least one semester of course work successfully completed in their major is required. Second year course work must be in progress (or completed). The student must have successfully completed a minimum of four credit hours within one programming language.

PRE-APPROVAL: Several documents must be submitted *prior* to internship approval. Students must:
- complete a Statement of Intent Form and sign a Release Statement.
- write 1-2 paragraphs describing short term and long term career goals.
- prepare a generic cover letter that may be provided to potential internship sites.
- prepare a resume that provides information about education, technical skills and experience.
- prepare a list of 3 references that may be contacted by potential internship sites.
- contact one or more businesses to pursue opportunities for an internship.

Once the student has been offered an internship, he/she must prepare a written Internship Proposal which explains their expected tasks and responsibilities. They must also provide an Internship Agreement Form to the internship site to be signed by the company supervisor, the student, and the internship advisor and STI administrator. Once the signed internship agreement form is turned in, the student may register for the CIS299 Internship course. This should take place within the one-week add/drop period.

DURING THE TERM: The intern will complete and submit Weekly Status Report Forms in a timely fashion.

END OF THE TERM: The intern will provide a 1-2 page Final Report which summarizes the internship experience and complete the Student Internship Survey Form.

Student success is important to our faculty, and all faculty are involved in assessing learning. Upon completion of a degree, Southeast graduates will have demonstrated competence in the following areas:

Science and Technology: Technical competence including knowledge of technology and/or scientific principles as these apply to programs.

Problem Solving & Critical Thinking: The ability to select and use various approaches to solve a wide variety of problems – scientific, mathematical, social and personal. Graduates will also be able to evaluate information from a variety of perspectives, analyze data, and make appropriate judgments.

Communication: The ability to communicate effectively in several forms – oral, written, nonverbal and interpersonal. Graduates will also demonstrate knowledge of how to manage and access information.

Professionalism: Strong work ethic, including responsible attendance; skill in teamwork and collaboration, as well as an ability to work with others, respecting diversity; ability to adapt to change; commitment to lifelong learning; adherence to professional standards; and positive self-esteem and integrity.

Instructors and faculty members will act with integrity and strive to engage in equitable verbal and nonverbal behavior with respect to differences arising from age, gender, race, handicapping conditions and religion. If you have special needs as addressed by the American with Disabilities Act and need course materials in alternative formats, notify your instructor immediately. Reasonable efforts will be made to accommodate your special needs.

Violations of safety to self and others and/or violation of safe operating practices of equipment may result in: the reduction or loss of your daily grade; removal from class; and/or disciplinary action.