



COURSE: CIS 299 Internship

CREDITS: 3 semester hours - Spring 2020

PREREQUISITES: CIS130 Introduction to Programming plus a minimum of 4 credits in one programming language. Departmental and administrative approval are also required.

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DESCRIPTION: Students will obtain actual work experience within their field of study and have the opportunity to apply knowledge learned in their completed CIS courses to real business situations. They will continue to develop their technical skills and increase their comprehension of the profession by working with and learning from professionals within the computer technology industry. Eighteen contact hours per week during the 16-week semester are required to earn 3 credit hours (approximately 288 total hours).

TEXT: none

BASIS FOR EVALUATION: The student's internship grade is based on their performance in each of the categories listed below. Their actual hours worked, degree of completion of internship requirements and objectives, and professional conduct will also be assessed by the department in order to objectively determine the final grade.

Prior to Obtaining an Internship: (30% of grade)

Submission of several documents required *prior* to obtaining an internship will help the department understand the student's career goals and readiness for an internship. The internship should take place during the entire semester in which it is offered unless prior arrangements are discussed with and approved by the CIS Programming Department.

Upon Finding a Potential Internship: (12% of grade)

Once the student has been offered an internship, they will need to provide additional documents including a detailed description of the proposed internship (as much as possible at the time) and the supervisor's contact information. These deliverables will assist the department in completing the approval process.

If the internship is approved, the student will submit a final signed internship agreement form.

NOTE: Alternative and/or altered agreement forms will be considered by the CIS department team and supervisor.

During the Internship: (38% of grade)

Submission of weekly status reports including hours worked, task descriptions and some comments indicating how the internship is going. The supervisor's signature is required for time sheet portion only.

Internship Wrap-up: (20% of grade)

Submission of several documents summarizing the internship experience and providing contact information after graduation are also important deliverables.

ATTENDANCE POLICY: Since students are not meeting on campus for their internship, attendance will be recorded based on timely assignment submission. A weekly mock attendance date will be marked "Present" if students turn in their Weekly Status report for the previous week.

CONDUCT POLICY: Students are expected to act in a professional and courteous manner. All correspondence and deliverables should follow appropriate communication protocols. Cheating or plagiarism may result in, at the very least, a zero for that work for everyone involved. Severe unethical behavior may result in a failing grade for the course, and possible suspension from school.

STUDENT SUCCESS: *Student success is important to Southeast Tech faculty, and all faculty are involved in assessing learning. Southeast graduates will have competence in the following four common learning outcomes:*

Technology: *Graduates will be able to understand industry-relevant technical concepts (knowledge) and demonstrate industry-relevant technical skills (performance).*

Communication: *Graduates will be able to define the purpose of the communication they are using, organize and structure the communication, and provide supporting materials for this communication. Graduates will demonstrate precision of language and will be able to professionally deliver and format the communication.*

Problem Solving & Critical Thinking: *Graduates will be able to define a problem as it relates to their field of study. They will demonstrate the ability to analyze the problem, generate solutions, evaluate solutions, and select the best solution.*

Professionalism: *Graduates will be able to demonstrate positive work ethic, collaborate as part of a team, adapt to change, adhere to professional standards, and model integrity and ethics.*

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 other disciplinary action.

The instructors and the faculty members in this course 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.