NOTE: This course is not intended for transfer credit.

Catalog Course Description:

This course is designed to give students practical work experience in the field of computer science. Each student will be assigned a work experience using the skills obtained at PSTCC in business, education, government or industry. The work schedule is agreed upon by the employer and the intern with a minimum requirement of a total of 150 hours. At the end of the term, the intern will be evaluated by the Coordinator of BCT Internships and the employer.

Entry Level Standards:

The student must have math, writing, verbal, and English language skills at the college level.

Prerequisites:

Completion of all courses through the third semester and departmental approval, and an overall GPA of 2.5 or better; prior to enrollment in the course and the beginning of the term, an application must be completed and approved by the Coordinator of BCT Internships.

Textbook(s) and Other Reference Materials Basic to the Course:

No textbook required.

I. Week/Unit/Topic Basis:

See Evaluation Section

II. Course Objectives*:

A. Demonstrate a working knowledge of required computer languages. III, V, VI, VII, IX

B. Exhibit ability to work in a professional environment effectively (i.e., promptness, reliability). II, IV, VIII, IX, X, XII

C. Show good communication skills in working with D.P. professionals in a true working environment. I, III, X

D. Represent PSTCC, CST and self as an employable, professional adult. III, X

*Roman numerals after course objectives reference goals of the Computer Science Technology program.

III. Instructional Processes*:
Students will:

1. Provide the employer with the expected work ethic, knowledge and skills expected of an entry level programmer, web developer or support technician. *Technological Literacy Outcome, Information Literacy Outcome, Personal Development Outcome, Transition Strategy, Active Learning Strategy, Problem Solving and Decision Making Outcome*

2. Keep accurate and neat work log of completed work, as well as an accurate time card for tracking hours worked. *Communication Outcome, Personal Development Outcome, Numerical Literacy Outcome*

3. Communicate effectively with team/co-workers to ensure timely and accurate completion of work and to establish good human relationships. *Communication Outcome, Problem Solving and Decision Making Outcome, Cultural Diversity and Social Adaptation Outcome*

4. Gain on-the-job work experience by participating in internships with area employers. *Communication Outcome, Personal Development Outcome, Problem Solving and Decision Making Outcome, Cultural Diversity and Social Adaptation Outcome, Technological Literacy Outcome, Numerical Literacy Outcome, Information Literacy Outcome*

*Strategies and outcomes listed after instructional processes reference Pellissippi State’s goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

IV. Expectations for Student Performance*:

Upon successful completion of this course, the student should be able to:

1. Gain valuable work experience in an information systems workplace.  A, B, C, D

2. Obtain exposure to prominent DP professionals in our area.  A, B, C, D

3. Secure an edge on the job market by giving him/her actual work experience.  A, B, C, D

4. Increase his/her knowledge, experience, and self-confidence.  A, B, C, D

*Letters after performance expectations reference the course objectives listed above.

V. Evaluation:

A. Evaluation Procedures:

1. Prior to enrollment in the course and the beginning of the term, an application must be completed and approved by the Internship Coordinator. The intern is also responsible for scheduling an initial interview with the Internship Coordinator and completing additional application paperwork. Conferences with the Internship Coordinator may be scheduled at any time during the semester on an “as needed” basis. However, regular communication by email or phone throughout the internship with the Coordinator is required.

2. The intern will submit pertinent employer information [such as supervisor’s name, title, phone, fax] along with the Agreement form, within the first two weeks of the term; assure that all deadlines are being met throughout the internship.

3. The intern will work a minimum of 150 hours during the semester. Before these hours are completed, the intern will arrange with the Coordinator of BCT Internships a site visit to see where the intern has worked, what equipment has been used, and go over any projects done by
4. The intern's supervisor from the workplace will fill out an evaluation form rating his/her work during the semester. The intern will also complete an evaluation of the internship experience. These forms will be provided and should be returned to the Coordinator of Internships.

5. Hours must be verified by the employer using either (1) time sheets signed by both the student and the supervisor, or (2) copies of official pay stubs that show hours. The CST internship requires the 150 hours be completed with one employer. The verification of hours will be submitted to the Coordinator of BCT Internships.

B. Grading Scale:

The grade for this course is pass/no-pass. To pass the intern must: pass the evaluations by the employer and Coordinator, verify completion of the 150 hours, turn in the student evaluation form, and turn in an up-dated resume and Placement file.

VI. Policies:

Attendance Policy:

Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course.