PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

COMPUTER SCIENCE TECHNOLOGY INTERNSHIP
CST 2911

Class Hours: 0.0  Credit Hours: 3.0
Laboratory Hours: 9.0  Date Revised: Spring 02

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 135 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 a GPA of 2.5 or better in CST courses; 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. Application is available on the web: www.pstcc.cc.tn.us/departments/bctpi.

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

No textbook required.

I. Week/Unit/Topic Basis:

The internship work schedule shall be determined between the work supervisor and the student intern to afford a minimum of 135 hours on the job during the enrolled semester. Since the student is interning for academic credit, no remuneration is required; however, supervising offices may, at their sole discretion, elect to provide stipends, paid parking, mileage reimbursement or paid employment. The intern shall observe all standards of legal ethics and confidentiality and comply with all office policies.

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
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. *B, C, D*

2. Obtain exposure to prominent IT professionals in our area. *B, C, D*

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

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

5. Communicate regularly and effectively with team/co-workers and supervisors to ensure timely and accurate completion of work and establish good human relationships. *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 Coordinator of BCT Internships. The intern is responsible for scheduling an initial interview with the Coordinator and turning in a current resume and transcript. Conferences may be scheduled at any time during the semester on an “as needed” basis. However, regular communication with the Coordinator by email or phone throughout
the internship is required.
2. The intern will submit pertinent employer information [such as supervisor’s name, title, phone, email, fax] within the first two weeks of the term; assure that all deadlines are being met throughout the internship.
3. Hours worked 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 a minimum of 135 hours worked. These must be submitted to the Coordinator. All required hours must be completed with ONE employer.
4. The intern will submit to the Internship Coordinator a final evaluation form describing and evaluating the internship experience. This form will be provided.
5. The student will work with the Internship Coordinator to arrange a site visit to the intern’s workplace sometime prior to the completion of the required hours.
6. The intern’s work supervisor will submit a final evaluation form to the Internship Coordinator indicating the tasks assigned and rating the intern's performance. This form will be provided.
7. Tardiness, absenteeism, and/or general disciplinary problems will not be tolerated and can result in the failure of the internship course.

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 135 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.