NOTE: This course is not intended for transfer credit.

Catalog Course Description:

This course is a supervised work experience requiring a minimum of 135 hours in the field of computer science and information technology. Individual conferences are arranged instead of class attendance.

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 of the CSIT curriculum with minimum 2.5 GPA in CSIT courses; seeking an A.A.S. degree as a CSIT major; and a completed internship application submitted to the Coordinator of BCT Internships prior to enrollment in the course and the beginning of the term. 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

*Roman numerals after course objectives reference goals of the CSIT 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 IT 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

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.