

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

**COMPUTER SCIENCE & INFORMATION TECHNOLOGY INTERNSHIP
CSIT 2911 (formerly CST 2911)**

Class Hours: 0.0

Credit Hours: 3.0

**Laboratory Hours:
9.0**

Revised: Fall 05

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. On Demand.

Entry Level Standards:

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

Prerequisites:

Completion of 20 hours of CSIT courses with a minimum 2.5 GPA in CSIT courses; pursuit of an A.A.S. degree as a CSIT major; a completed internship application submitted to the Coordinator of BCT Internships prior to the beginning of the enrolled term. Application is available on the Web: www.pstcc.edu/departments/bctpi.

Textbook(s) and Other Course Materials:

No required textbook. Handouts will be provided.

I. Week/Unit/Topic Basis:

The internship work schedule shall be determined between the work supervisor and the intern to afford a minimum of 135 hours on the job during the enrolled semester. If the job is paid, intern may work as many hours as school schedule permits. No pay from the employer is required; however, supervising offices may 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 effectively in a professional environment. II, IV, VIII, IX, X, XII
- C. Show good communication skills in working with IT professionals in a work environment. I, III, X

*Roman numerals after course objectives reference goals of the CSIT program.

III. Instructional Processes*:

Students will:

1. Prepare an application and resume for the search for an internship position in the computer science field. Participate in an interview with the Internship Coordinator in preparation for interviewing with potential employers. This meeting should take place prior to the beginning of the enrolled term. Actively participate in the search for an internship. (*Communication Outcome, Technological Literacy Outcome, Transitional strategies*)
2. Provide the employer with the expected work ethic, knowledge and skills expected of an entry level programmer, database/applications specialist, internet software developer, or computer support specialist. (*Technological Literacy Outcome, Transitional Strategy, Active Learning Strategy, Communication Outcome, Social/Behavioral Sciences Outcome*)
3. Communicate regularly and effectively with team/co-workers and supervisors to ensure timely and accurate completion of work and establish good human relationships. (*Communication Outcome, Social/Behavioral Sciences Outcome, Transitional Strategies*)

*Strategies and outcomes listed after instructional processes reference TBR'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. Actively participate in the job search for an internship in information systems. (A, B, C)
2. Gain valuable work experience in the information systems field. (A, B, C)
3. Secure an edge on the job market by gaining actual work experience. (A, B, C)
4. Increase knowledge, experience, and self-confidence. (A, B, C)

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

V. Evaluation:

A. Evaluation Procedures:

A. Testing Procedures: N/A

B. Laboratory Expectation: N/A

C. Field Work: N/A

D. Other Evaluation Methods:

The grade for this course is Pass/No-Pass. To pass, the intern must: meet all requirements as stated in this syllabus; submit all required documentation in a timely manner; verify completion of 135 hours; arrange a site visit for the Internship Coordinator; submit a completed student evaluation form; pass the employer evaluation; and complete an updated resume and other paperwork for the Placement office.

The intern is responsible for scheduling an initial interview with the Internship Coordinator prior to the beginning of the enrolled term, and bringing to the interview all completed initial application paperwork. (Read everything under “Students” on the internship webpage: <http://www.pstcc.edu/departments/bctpi/>).

Progress conferences with the Internship Coordinator are not required but may be scheduled at any time during the semester on an “as needed” basis. However, interns are expected to check student and personal email accounts on a regular basis throughout the semester to maintain regular communication with the Coordinator.

The intern will notify the Internship Coordinator immediately upon accepting an internship position. At this time, or within one week of the internship starting date, the intern will submit pertinent employer information [such as supervisor’s name, title, phone, email, fax].

Regularly review the syllabus to assure all requirements are being met.

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.

The intern will submit to the Internship Coordinator a final evaluation form describing and evaluating the internship experience. This “Student Evaluation” form is located on the Internship webpage: <http://www.pstcc.edu/departments/bctpi/documents.html>. In some instances, where site visits cannot be accomplished, a written report is required in place of the visit and the evaluation form. (Discuss with Coordinator)

The student will organize and schedule with the Internship Coordinator a site visit to the intern’s workplace sometime prior to the completion of the required hours.

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 directly to the supervisor (not on webpage).

Tardiness, absenteeism, and/or general disciplinary problems will not be tolerated and can result in the failure of the internship course.

The intern will be responsible for handling all software, hardware, and other types of equipment provided by the employer in a responsible and ethical manner.

VI. Policies:

A. 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. [NOTE: No differentiation is noted for excused/unexcused absences. These will be treated as an absence.] (Pellissippi State Catalog)

B. Academic Dishonesty:

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are

immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular Pellissippi State procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course. (Pellissippi State Catalog)

C. Accommodations for disabilities:

If you need accommodations because of a disability, if you have emergency medical information to share, or if you need special arrangements in case the building must be evacuated, please inform the instructor immediately. Please see the instructor privately after class or in his/her office. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 127 or 131 or by phone: 694-6751(Voice/TTY) or 539-7153.

D. Other Policies:

Computer Usage Guidelines:

College-owned or –operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State’s computing resources in an effective, efficient, ethical and lawful manner. (Pellissippi State Catalog)