NOTE: This course is not designed for transfer credit.

Catalog Course Description:

Supervised work experience. Individual conferences are arranged instead of class attendance.

Entry Level Standards:

Prior to enrollment in the course and the beginning of the term, an application must be completed and approved by the Coordinator of Internships.

Prerequisites:

Completion of 24 hours of NETW courses with minimum overall GPA of 2.5 and consent of instructor.

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 networking systems. 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 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 Business and Computer Technology department.

III. Instructional Processes*:

Students will:

1. Prepare an application and resume for the search for an internship position in the networking 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 networking or computer support technician. (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. Gain valuable work experience in an information systems workplace. A, B, C, D

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

3. Secure an edge on the job market by gaining actual work experience. A, B, C,

4. Increase intern 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 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 135 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
the intern.

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 internship requires the 135 hours be completed with one employer. The verification of hours will be submitted to the Coordinator of BCT Internships.

B. Grading Procedures:

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:

Pelissippi 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.

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.