

Internship - CIS, General (ITSC 2286)

Credit: 2 semester credit hours (0 hours lecture, 9 hours extended)

Prerequisite/Co-requisite: None



Course Description

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Required Textbook and Materials

1. Computer/Internet Access

Course Objectives (with applicable SCANS skills after each)

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

1. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.
2. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills.
3. Demonstrate appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Course Outline

- A. Course Introduction
 1. Blackboard website and navigation
 2. Introduction to Internship
 3. Student Application
 4. Statement of Release
 5. Training Statement Agreement
 6. Release and Indemnification Agreement
- B. Position using computer skills
 1. Position for 15 to 20 hours per week
 2. Utilize computer skills
- C. Activities – detail in Blackboard
 1. Attend work as scheduled by company
 2. Adhere to all work rules & regulations
 3. Read syllabus
 4. Create a notebook for the Internship
 5. Submit a current resume
 6. Participate in semester projects as announced
 7. Contact Instructor weekly

8. Coordinate on-site office visit with instructor, supervisor and you
9. Submit evaluation of Firm by Intern report
10. Presentation on experiences (PowerPoint)
11. Submit notebook

Grade Scale

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

Course Evaluation

Final grades will be calculated according to the following criteria:

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| 1. Notebook, Weekly reporting | 25% |
| 2. Semester Project | 25% |
| 3. Final presentation | 25% |
| 4. Evaluation by supervisor and instructor | 25% |

Course Requirements

1. Use Blackboard to submit all assignments
2. Provide customer service
3. Attend work as scheduled by company
4. Adhere to all work rules & regulations
5. Read syllabus
6. Create a notebook for the Internship
7. Submit a current resume
8. Participate in Project Interview and/or Career Fair
9. Contact Instructor weekly
10. Coordinate on-site office visit with instructor, supervisor and you
11. Submit evaluation of Firm by Intern report
12. Presentation on experiences (PowerPoint)
13. Submit notebook

Course Policies

1. A grade of “C” or better must be earned in this course for credit toward degree requirement
2. No late assignments will be accepted.
3. If you wish to drop a course, the student is responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an ‘F’ in the course.
4. Grades will be posted under the My Grades icon on the Blackboard class web site.
5. If you need to contact the instructor, you may leave a voice mail or e-mail in Blackboard (preferred) or the instructor’s LIT e-mail. Your call or e-mail will be answered within 24 hours Monday – Thursday and within 72 hours Friday - Sunday. If leaving a voice mail, be sure to leave a phone number that can be understood.
6. All assignments will be completed using either Blackboard Assignment may NOT be submitted via email. All due dates will be posted on the Blackboard websites.
7. Additional class policies as defined by the individual course instructor.

Disabilities Statement

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the office in Student Services, Cecil Beeson Building.

Course Schedule

Refer to Blackboard for actual assignments and due date

Week of	Topic	Reference
Week 1	Course introduction and policies, Blackboard	
Week 2	Completed forms submitted	
Week 3	Resume	
Week 4	Final Resume (with revisions made by Instructor)	
Week 5	Register with a Staffing Company	
Week 6	Staffing Company Reflection Experience	
Week 7	Project Interview or Career Fair	

Week 8	Project Interview or Career Fair
Week 9	Report on Project Interview or Career Fair
Week 10	Career Goals
Week 11	Reflection Paper: Pro & Cons of Internship
Week 12	Instructor Site Visits
Week 13	Prepare PowerPoint Presentation
Week 14	Submit notebook (Weekly Log and Papers Electronically)
Week 15	Video or live Presentation
Week 16	Notebook/Supervisor' Evaluation Due

Contact Information:

Instructor: Angela Hill
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E-mail: ajhill@lit.edu or ahill1913@gmail.com
Office Hours: Mondays, 8:30-9:05, 11:25-3:00
Tuesdays 8:40-11:00
Wednesday 8:30-9:05, 11:25-3:00