COURSE OUTLINE

CITA 479 Information Technology Internship Orientation

Revised By:  Eric Y. Cheng
A. **TITLE:** INFORMATION TECHNOLOGY INTERNSHIP ORIENTATION

B. **COURSE NUMBER:** CITA 479

C. **CREDIT HOURS:** 1

D. **WRITING INTENSIVE COURSE:** No

E. **COURSE LENGTH:** 15 weeks

F. **SEMESTER(S) OFFERED:** Fall/Spring

G. **HOURS OF LECTURE, LABORATORY, RECITATION, TUTORIAL, ACTIVITY:** One lecture hour per week.

H. **CATALOG DESCRIPTION:**
This course is designed as the precursor to the Senior Culminating Experience for seniors in the Canino School of Engineering Technology BT programs. Seniors will meet on a weekly basis with faculty to discuss resume preparation, job interviewing, locating and establishing internships, and internship requirements. The course will include an overview of transitional steps going from student to employee. This course is a prerequisite to Canino School of Engineering Technology internships. One hour lecture per week. Prerequisites/Corequisites: all upper-level Canino School of Engineering Technology core courses.

I. **PRE-REQUISITES/CO-COURSES:**
Students must have completed 6 semesters of a Bachelor of Technology program.

J. **GOALS (STUDENT LEARNING OUTCOMES):**

By the end of this course, the student will be able to:

<table>
<thead>
<tr>
<th>Course Objective</th>
<th>Institutional SLO</th>
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<tbody>
<tr>
<td>a. Perform a search for potential internship opportunities</td>
<td>1. Communication</td>
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<tr>
<td>b. Provide rationale for selecting one or two proposed sites</td>
<td>2. Crit. Thinking</td>
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<td>c. Construct an introductory letter and resume</td>
<td>1. Communication</td>
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<tr>
<td>e. Develop a contract with a statement of goals, proposed time schedule and an outline of specific activities that will achieve those goals</td>
<td>1. Communication 2. Crit. Thinking</td>
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<td>f. A working knowledge of transitional challenges of going from student to employee</td>
<td>2. Communication 4. Inter/Intrapersonal Sk.</td>
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K. **TEXTS:** None

L. **REFERENCES:** None

M. **EQUIPMENT:** Access to a computer with Internet access

N. **GRADING METHOD:** Indicate: P / F
O. MEASUREMENT CRITERIA/METHODS:
   • Skill assessment – Personal and professional
   • Rationale for selecting a site
   • Introductory letter
   • Resume
   • Mock Interview
   • Transitional Skills

P. DETAILED COURSE OUTLINE:

I. Skill Assessment
   a. Develop a list of personal skill
   b. Research required professional skills
   c. Outline skills needed

II. Conduct a Search
   a. Personal goals and interests
   b. Geographical areas
   c. Facility type

III. Develop Personal Goals and Objectives

IV. Resume Writing
   a. Statement of Goal(s)
   b. Education
   c. Work Experience
   d. References

V. Construct a Cover Letter
   a. Research various examples of cover letters

VI. Mock Interview
   a. Schedule a Mock Interview with Career Services

VII. Meet with Potential Site Mentors
   a. Punctuality
   b. Professional Appearance
   c. Attitude
   d. Organization
   e. Interest in the Field

VIII. Transitional Skills
   a. Development of a budget
   b. Research Apartment listing in geographical area(s)

IX. Additional Responsibilities
   a. Weekly Journals
   b. Building a Portfolio

X. Evaluation & Recommendations
   a. Skills Evaluation
   b. Professional Evaluation

Q. LABORATORY OUTLINE: N/A