A. **TITLE:** Internship in Information Technology

B. **COURSE NUMBER:** CITA 480

C. **CREDIT HOURS:** 6 to 12

D. **WRITING INTENSIVE COURSE:** No

E. **COURSE LENGTH:** 15 weeks

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

G. **HOURS OF LECTURE, LABORATORY, RECITATION, TUTORIAL, ACTIVITY:** Approximately 300 hours of supervised activity of the 6 credit section and approximately 600 hours for the 12 credit section.

H. **CATALOG DESCRIPTION:** Supervised field work in a selected business, industry, government or educational setting. Students carry out a planned program of educational experiences under direct supervision of an owner, manager or supervisor of information technology in an organization. Each intern will be supervised by a member of the faculty on a regular basis. Written and oral reports of work experience activities will be required. Evaluation will be based on the quality of experiences gained from the internship.

I. **PRE-REQUISITES/CO-COURSES:**
   a. Pre-requisite(s): 9 credits of upper division CITA courses
   b. Co-requisite(s): None

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

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

<table>
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<tr>
<th>Course Objective</th>
<th>Institutional SLO</th>
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<tbody>
<tr>
<td>a. Apply classroom theories, knowledge, skills and tactics to real world situations</td>
<td>2. Crit. Thinking</td>
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<td>3. Prof. Competence</td>
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<td>b. Communicate well with supervisors and co-workers in the internship organization</td>
<td>1. Communication</td>
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<td>4. Inter/Intrapersonal Sk.</td>
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<td>c. Write internship journals and reports</td>
<td>3. Prof. Competence</td>
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<td>d. Build an internship portfolio</td>
<td>3. Prof. Competence</td>
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<tr>
<td>e. Understand, and comply with professional ethics</td>
<td>4. Inter/Intrapersonal Sk.</td>
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<tr>
<td></td>
<td>3. Prof. Competence</td>
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</tbody>
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K. **TEXTS:** Dependent upon agency requirements.

L. **REFERENCES:** Supplied by local agency.

M. **EQUIPMENT:** To be supplied by local agency. Student must supply activities log.

N. **GRADING METHOD:** A – F

O. **MEASUREMENT CRITERIA/METHODS:**
   - Punctuality
• Neatness in appearance
• Cooperativeness
• Perseverance
• Initiative
• Organization
• Sound judgment
• Reasonable problem solving skills
• Wise use of time
• Acceptance of constructive criticism
• Enthusiasm & interest in field
• Ability to follow directions
• Good professional attitude
• Attendance

P. **DETAILED COURSE OUTLINE:**

I. **Choosing an appropriate site**
   a. Career goals
   b. Financial resources
   c. Geographic location

II. **Applying to the Internship Site**
   a. Resume
   b. Cover letter
   c. Letter of application
   d. Interviewing

III. **Setting goals and identifying educational objectives**
   a. Knowledge acquisition
   b. Performance assessment
   c. Personal growth
   d. Professional development

Q. **LABORATORY OUTLINE:** Not applicable