

**STATE UNIVERSITY OF NEW YORK  
COLLEGE OF TECHNOLOGY  
CANTON, NEW YORK**



**MASTER SYLLABUS**

**CITA 479 - Information Technology Internship Orientation**

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**CANINO SCHOOL OF ENGINEERING TECHNOLOGY  
DECISION SYSTEMS  
FALL 2018**

- A. **TITLE:** INFORMATION TECHNOLOGY INTERNSHIP ORIENTATION
- B. **COURSE NUMBER:** CITA 479
- C. **CREDIT HOURS:** (Hours of Lecture, Laboratory, Recitation, Tutorial, Activity)

# Credit Hours: 1  
 # Lecture Hours: 1 per week  
 # Lab Hours: per week  
 Other: per week

Course Length: 15 Weeks

D. **WRITING INTENSIVE COURSE:** No

E. **GER CATEGORY:** None

F. **SEMESTER(S) OFFERED:** As required

G. **COURSE 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.

H. **PRE-REQUISITES/CO-REQUISITES:**

- a. Pre-requisite(s): Completed 6 semesters of a Bachelor of Technology program.
- b. Co-requisite(s): none
- c. Pre- or co-requisite(s): none

I. **STUDENT LEARNING OUTCOMES:**

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

<b><u>Course Student Learning Outcome [SLO]</u></b>	<b><u>PSLO</u></b>	<b><u>ISLO</u></b>
a. Perform a search for potential internships opportunities	3. Demonstrate a solid understanding of the methodologies and foundations of IT	5
b. Provide rationale for selecting one or two proposed sites	3. Demonstrate a solid understanding of the methodologies and foundations of IT	5
c. Construct an introductory letter and resume	1. Communicate effectively both verbally and in writing	1[W] 5
d. Develop a contract with a statement of goals, proposed time schedule and an outline of specific activities that will achieve those goals	1. Communicate effectively both verbally and in writing 3. Demonstrate a solid understanding of the methodologies and foundations of IT	1[W] 5
e. A working knowledge of transitional challenges of going from student to employee	3. Demonstrate a solid understanding of the methodologies and foundations of IT	4[T] 5

5. Explain the role of management as it applies to business practices in IT
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J. **APPLIED LEARNING COMPONENT:** Yes X No \_\_\_\_\_

- Classroom/Lab

K. **TEXTS:** None

L. **REFERENCES:** None

M. **EQUIPMENT:** Computer lab classroom

N. **GRADING METHOD:** P/F

O. **SUGGESTED MEASUREMENT CRITERIA/METHODS:**

- Assignments

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