

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



MASTER SYLLABUS

CITA 480 – INTERNSHIP IN INFORMATION TECHNOLOGY

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- A. **TITLE:** Internship in Information Technology
- B. **COURSE NUMBER:** CITA 480
- C. **CREDIT HOURS:** (Hours of Lecture, Laboratory, Recitation, Tutorial, Activity)

Credit Hours: 6-12

Lecture Hours: per week

Lab Hours: per week

Other: 1 credit is equivalent to 40 hours of internship per week

Course Length: 15 Weeks

D. **WRITING INTENSIVE COURSE:** No

E. **GER CATEGORY:** No

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

G. **COURSE 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.

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

a. Pre-requisite(s): 9 credits of upper division CITA courses

b. Co-requisite(s): None

I. % **STUDENT LEARNING OUTCOMES:**

<u>Course Student Learning Outcome [SLO]</u>	<u>PSLO</u>	<u>GER</u>	<u>ISLO</u>
a. Apply classroom theories, knowledge, skills and tactics to real world situations	2. Identify issues and collaborate on solutions concerning IT in an effective and professional manner 3. Demonstrate a solid understanding of the methodologies and foundations of IT 4. Apply problem solving and troubleshooting skills		2 [CA,IA,PS] 3 [IM,QTR] 5
b. Communicate well with supervisors and co-workers in the internship organization	1. Communicate effectively both verbally and in writing		1 [O]
c. Write internship journals and reports	1. Communicate effectively both		1 [W]

d. Build an internship portfolio	verbally and in writing 1. Communicate effectively both verbally and in writing	1 [W]
e. Understand, and comply with professional ethics	6. Describe the societal impact of IT, including professional, ethical and social responsibilities	4 [ER]

KEY	<u>Institutional Student Learning Outcomes [ISLO 1 – 5]</u>
ISLO #	ISLO & Subsets
1	Communication Skills Oral [O], Written [W]
2	Critical Thinking <i>Critical Analysis [CA] , Inquiry & Analysis [IA] , Problem Solving [PS]</i>
3	Foundational Skills <i>Information Management [IM], Quantitative Lit./Reasoning [QTR]</i>
4	Social Responsibility <i>Ethical Reasoning [ER], Global Learning [GL], Intercultural Knowledge [IK], Teamwork [T]</i>
5	Industry, Professional, Discipline Specific Knowledge and Skills

J. **APPLIED LEARNING COMPONENT:** Yes X No
 • **Internship**

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. **SUGGESTED 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