MASTER SYLLABUS

CITA 480 – INTERNSHIP IN INFORMATION TECHNOLOGY

Created by: Minhua Wang
Updated by: Eric Cheng
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**:

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

e. Understand, and comply with professional ethics
6. Describe the societal impact of IT, including professional, ethical and social responsibilities

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

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