

JEFFERSON COLLEGE
COURSE SYLLABUS

CIS199
CIS INTERNSHIP

3 Credit Hours

Revised by
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CIS199 CIS Internship

I. CATALOGUE DESCRIPTION

- A. Pre-requisite:
 - 1. CIS150 Intro to Computer Support with a Grade of “C” or Better
 - 2. Instructor Approval
 - 3. Reading Proficiency
- B. 3 Credit Hours
- C. CIS Internship is a supervised work experience in a Computer Information Systems role with an approved employer partner, for a minimum of 110 contact hours. Work periods will be arranged. Students will write a daily log and prepare a brief reflection paper of their experiences. (F,S, Su)

II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES

Apply knowledge of computer repair, networking, and/or server administration through real-world experience	Daily Log Employer Evaluation
Identify and analyze current practices within the profession	Daily Log Reflection Paper
Summarize professional and personal growth resulting from the internship	Daily Log Reflection Paper

III. OUTLINE OF TOPICS

Topics will vary depending on the needs of the internship host. Topics may include, but are not limited to, the following:

- A. Professional Behavior
- B. Operating System Installation and Configuration
- C. Application Software Installation and Configuration
- D. PC Hardware and Software Troubleshooting and Repair
- E. Network Cabling Installation

- F. Network Device Installation
- G. Network Management Practices
- H. Network Security Practices
- I. Network Troubleshooting Methodology

IV. METHOD(S) OF INSTRUCTION

- A. Student Memorandum of Understanding (MOU): The student MOU identifies the responsibilities of the student as defined by the assigned employer and the internship coordinator/instruction. Signed MOUs will be retained by the internship coordinator/instructor
- B. Coordinator Visit: During the student's internship, the internship coordinator/instructor will visit the student and seek and interview with the student's assigned supervisor. Alternative methods, such as email or phone call, may be substituted for an in-person visit.
- C. Observation of Processes: During the internship, the student will observe professional and technical processes typically expected of an entry-level computer or network technician.
- D. Performance of processes: During the internship, the student, under direct supervision, will perform professional and technical processes typically expected of an entry-level computer or network technician.
- E. One-On-One Meetings: At the beginning and end of the internship, the student will be required to meet one-on-one with the internship coordinator/instructor.

V. REQUIRED TEXTBOOK(S)

None

VI. REQUIRED MATERIALS

None

VII. SUPPLEMENTAL REFERENCES

None

VIII. METHOD OF EVALUATION

- A. Daily log (40% of grade): The student will provide the internship coordinator/instructor with a log documenting daily activities. Daily logs will be retained by internship coordinator/instructor.
- B. Reflection Paper (50% of grade): Upon completion of the required contact hours, the student will complete a written narrative that outlines in detail his or her experiences during the course of the internship, an analysis of current practices within the profession, and a summary of his or her professional and personal growth.
- C. Employer Evaluation (10% of grade): At the end of the internship, the employer will evaluate the student's performance and participation. Employer evaluations will be discussed with the student and retained by the internship coordinator/instructor.

IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Technology Center 101; phone 636-481-3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College Website <http://www.jeffco.edu>).

XI. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.