SYLLABUS
PART I
EDISON STATE COMMUNITY COLLEGE
CIT 291L-R   INTERNSHIP EXPERIENCE
3 CREDIT HOURS

COURSE DESCRIPTION
CIT 291L - Internship Experience

Provides an opportunity for students to mesh theory and practice through supervised work experience in an Information Services (IS, MIS, GIS) department. Experiences are discussed and integrated with academic work in weekly seminars. The student completes 14 hours of service at the cooperating organization and a weekly one hour seminar on campus. Prerequisite: Minimum of 12 CIT hours completed, CIT 211S and department permission. Co-requisite: CIT 291R.

COURSE REQUIREMENTS
The student must:

1.	Complete an interview with a full-time CIT faculty member in order to obtain department approval.
2.	Maintain a minimum 3.0 GPA.
3.	Attend Student Services' Steps to Success workshop in order to improve interview skills and develop a resume.
4.	Complete all registration procedures and pay fees.
5.	Co-requisite: CIT 291R.

CIT 291R - Internship Seminar   1 Credit Hour
See CIT 291L for description and prerequisites. Co-requisite: CIT 291L

COURSE GOALS
The student will:

1.	Integrate classroom learning with on-the-job experiences in an IT Services environment.
2.	Practice job application and interviewing skills.
3.	Become familiar with his/her host organization understanding it's history, mission, products and procedures.
4.	Demonstrate professional behavior, appearance, and attitude.
5.	Demonstrate punctuality and self-discipline.
6.	Understand and accept his/her own strengths and limitations.
7.	Practice working as a member of an IS team.
8.	Accept responsibility for tasks assigned.
9.	Plan and implement solutions to the organization's IS needs.
10.	Experience the challenges of supporting a diverse group of IS users.
11.	Build a professional network of acquaintances to increase employment opportunities.
12.	Update his/her resume.
13.	Explain the importance of being an advocate for upgrading and improving hardware and software standards.
14.	Identify current trends and issues in the telecommunications industry

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CORE VALUES

The Core Values are a set of principles that guide in creating educational programs and environments at Edison. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives, and activities in this course will introduce/reinforce these Core Values whenever appropriate.

TOPIC OUTLINE
1. Orientation, interview skills, resume development
2. Communication - the purpose of journal entries
3. Interpersonal skills/teamwork
4. Common challenges and concerns
5. Understanding your organization
6. The importance of knowing and using your resources
7. Professional concerns: quality, commitment and growth, issues and trends
8. Recognizing one's limitations and boundaries on the job
9. Ethical considerations
10. Interpreting the supervisor's written evaluations and the value of an honest self-evaluation
11. How does one support such a diverse work force?