

SYLLABUS  
PART I  
EDISON STATE COMMUNITY COLLEGE  
CIS 291L INTERNSHIP EXPERIENCE (2 CREDIT HOURS)  
CIS 291R INTERNSHIP SEMINAR (1 CREDIT HOUR)

**COURSE DESCRIPTION**

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 a total of 224 hours of service at the cooperating organization and a weekly one-hour seminar on campus. Prerequisite: Minimum of 18 CIS and/or CYB completed credit hours completed and department permission. Co-requisite: CIS 291L and CIS 291R must be taken together.

**COURSE REQUIREMENTS**

The student must:

1.	Complete an interview with a full-time CIS faculty member in order to obtain department approval.
2.	Maintain a minimum 3.0 GPA.
3.	Use Edison State's Career Services in order to improve interview skills and develop a résumé.
4.	Complete all registration procedures and pay fees.
5.	Co-requisite: CIS 291L and 291R must be taken together.

**COURSE GOALS**

The student will:

Bloom's Level		Program Outcomes
5	1. Integrate classroom learning with on-the-job experiences in an IS/IT environment.	6, 7, 8
3	2. Apply résumé, job application, and interviewing skills.	1, 2
1	3. Research host organization, understand company history, mission, products, and procedures.	2, 3
5A	4. Behave in a professional manner in both appearance and attitude.	1, 2
3	5. Demonstrate punctuality and self-discipline.	1, 2
5	6. Develop the ability to self-reflect and take constructive criticism.	1, 2
2	7. Demonstrate the ability to work as a member of an IS team.	1, 2, 3
4	8. Prioritize and complete tasks assigned.	1, 2, 3
4	9. Analyze and implement solutions for the organization's IS needs.	3, 5, 7, 8
5	10. Support a diverse group of IS users and experience the challenges of doing so.	3, 4, 5
5	11. Formulate a professional network of acquaintances to increase employment opportunities.	5, 7
4	12. Explain the importance of being an advocate for upgrading and improving hardware and software standards.	5, 6
5	13. Evaluate current trends and issues in the telecommunications industry.	5, 6, 8

**CORE VALUES**

The core values are a set of principles that guide Edison State Community College in creating its educational programs and environment. They will be reflected in every aspect of the College. Students' educational experiences will incorporate the core values at all levels, so that a student who completes a degree program at Edison State Community College will not only have been introduced to each value but will have had them reinforced and refined at every opportunity.

## TOPIC OUTLINE

1. Orientation, interview skills, and résumé development
2. Communication: the purpose of journal entries
3. Interpersonal skills and teamwork
4. Common challenges and concerns
5. Organizational knowledge
6. Effective resource utilization
7. Professional concerns: quality, commitment and growth, and issues and trends
8. Boundaries on the job
9. Ethical considerations
10. Written and self-evaluations
11. Diversity in the workplace