

<b>CLASS NUMBER AND NAME:</b>	<b>CSN400-Information Technology Internship</b>
<b>TOTAL HOURS/ UNITS:</b>	120 HOURS/4.0 UNITS
<b>PREREQUISITES:</b>	Completion of CSN205 and concurrent enrollment in the Specialized Associate Degree – Information Technology Program, minimum GPA of 3.2 and 90%(minimum) attendance. At the discretion of the intern site, a background check and health screening may be required. Students not meeting the criteria will be required complete classes totaling 4.0 units in lieu of the internship. the classes will be determined by the director of education and/or Information Technology Department Head, with input from the student.
<b>TEXTS AND MATERIALS:</b>	None
<b>CLASS DESCRIPTION:</b>	The internship is designed to allow the student to observe and participate in a series of on-the-job learning experiences whereby they will achieve entry-level proficiency in network administration, desktop support or network engineering.
<b>CLASS OBJECTIVES:</b>	To provide the student with hands-on experience in a workplace setting allowing the student to apply what he/she has learned in a business environment under the supervision of an IT professional. The experience will provide the student with daily interactions with Network Administrators and end users. Depending on the type of business the student is placed in, the student will apply his or her knowledge to solve computer related issues, build or troubleshoot networks, and work on or research new products being implemented in the field. The intern experience will also assist the student in understanding the professional requirements and office protocol necessary to prepare the student for employment in the field.
<b>CLASS FORMAT OVERVIEW</b>	Initially the student will meet with the Department Head to discuss the placement. Once the student is placed, he or she will periodically meet with the Department Head to discuss the ongoing progress and projects the student may be working on. The instructor is available for questions, problems and explanation on an as-needed basis. Once placed, the student and employer will work on a schedule which is amenable to them. Upon completion of the 120 hours the student will submit a letter or timesheet from his or her employer indicating satisfactory completion of the 120 required hours.

- ATTENDANCE:** The student must complete the 120 hours successfully and submit the supporting documents such as the time card and evaluations prior to the conclusion of the module.
- TESTING:** There are no tests in the Internship Program.
- GRADING POLICIES:** The final grade is determined as follows:  
  
This is a pass/fail course.  
  
All on site internships must be completed satisfactorily and the required internship paperwork turned in to the internship coordinator within the required time period to earn a passing grade.
- ANTICIPATED LEARNING OUTCOMES:** Upon completing this course, the student will be able to:
1. Successful completion of 120 hours at an actual business environment.
  2. Satisfactory performance of a variety of duties at the facility.
  3. Written evaluation by on-site supervisor.
  4. Oral review of evaluation with Internship Coordinator