Montgomery County Community College
CIS 198
Cooperative Internship in CIS I
3-0-15

COURSE DESCRIPTION:
In this course, the student will work under the guidance of a mentor in an Information Technology setting at a local college-approved organization. The course will allow the student to gain work experience in a technology position related to the student's program of study. The course requires a minimum of 225 hours at the employer work-site during the semester. Students are rated by the employer on their job performance and must complete required readings, discussions, surveys and reports related to the internship experience. Additional topics include resume writing, networking, job search strategies and interviewing skills.

PREREQUISITE(S):
Permission of Coordinator.

COURSE COMMENTS
  ✓ The student is responsible for finding the internship opportunity and submitting a job description to the CIS Coordinator for approval prior to course registration.
  ✓ Registration requires that the student completed at least 45 credits in a CIS related degree program with a GPA of at least a 2.75.
  ✓ The employer must be willing to provide mentoring to the student.

Upon successful completion of this course, the student will be able to:

LEARNING OUTCOMES	LEARNING ACTIVITIES	EVALUATION METHODS
1. Apply technology skills to an internship position related to the student's program of study.	IT internship position Mentoring by the Employer Discussion	Internship Surveys Internship Final Report Mentor Evaluation Mentor-Approved Time Sheets
2. Interact cooperatively with colleagues in the work environment.	IT internship position Mentoring by the Employer Discussion Assigned Reading	Internship Surveys Internship Final Report Mentor Evaluation

LEARNING OUTCOMES	LEARNING ACTIVITIES	EVALUATION METHODS
3. Examine ethical issues related to a career in IT.	IT internship position Assigned Reading Discussion Case Studies	Ethics Assignments Discussion Board Posts Mentor Evaluation
4. Compose clear verbal and written communications within the workplace.	IT internship position Assigned Reading Discussion	Discussion Board Posts Mentor Evaluation Internship Surveys Internship Final Report
5. Analyze the responsibilities of the internship position and the position held by the immediate Mentor.	IT internship position	Internship Surveys Internship Final Report
6. Develop a professional resume and profile as part of an employment-seeking strategy.	Meet with a Career Coach in MCCC Job Placement Office.	Written Assignment Social Media Profile Cover Letter Resume ePortfolio

At the conclusion of each semester/session, assessment of the learning outcomes will be completed by course faculty using the listed evaluation method(s). Aggregated results will be submitted to the Associate Vice President of Academic Affairs. The benchmark for each learning outcome is that *70% of students will meet or exceed outcome criteria*.

SEQUENCE OF TOPICS:

Lecture:
1. CIS Internship: Expectations and Outcomes
2. Professional and ethical IT practices in the workplace.
3. The Importance of clear and concise communications within organizations.
4. Career opportunities in IT.
5. Career Coaching – Job Search Strategies, Resume Writing, Networking, Social Media, Portfolio Development and Interviewing Skills
6. Prepare a final report that analyzes the experience which will include responsibilities, ethical challenges and opportunities for growth.

Internship Practicum:
This course will consist of an approved IT internship experience of 15 hours per week in a position related to the student's field of study over the 15-week semester. The instructor will monitor progress of the internship throughout the semester. Written surveys, timesheets and reports will be required throughout the internship, as well as an evaluation(s) by the mentor at the company. The student is responsible for locating the internship opportunity.

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It is recommended that the position is a paid opportunity.

LEARNING MATERIALS:
There is no textbook for this course.

Other learning materials may be required and made available directly to the student and/or via the College's Libraries and/or course management system.

COURSE APPROVAL:
Prepared by: Marie Hartlein   Date: 2/26/2020
Interim VPAA or designee Compliance Verification:
                    Gloria Oikelome, Ed.D.   Date:

This course is consistent with Montgomery County Community College's mission. It was developed, approved and will be delivered in full compliance with the policies and procedures established by the College.