SYLLABUS

DATE OF LAST REVIEW: 02/2013

CIP CODE: 15.1201

SEMESTER: Departmental Syllabus

COURSE NAME: Industrial Internship (Computers)

COURSE NUMBER: CIST-0299

CREDIT HOURS: 3

INSTRUCTOR: Departmental Syllabus

OFFICE LOCATION: Departmental Syllabus

OFFICE HOURS: Departmental Syllabus

TELEPHONE: 913-334-1100

PREREQUISITE(S) AND/OR COREQUISITE(S): CIST-0117 Local Area Networking
Students should be enrolled in either 3rd or 4th Semester.
Students should get advanced approval of internship project.

REQUIRED TEXT: none

DESCRIPTION OF COURSE:
This course is designed with the help of the participating industries to provide students with industrial environment experience. This college supervised industrial internship (computers) will provide applied industrial practices, policies, processes and procedures. Students will be exposed to shop floor safety, customer relationship and documentation. This course will bridge the gap between industrial practices and college teaching. After completing this college supervised industrial internship, students will have better transition from college to industries. This course may also open new doors for employment opportunities.

METHOD OF INSTRUCTION:
A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

APPLICATION PROGRAM: Computer Information Systems
COURSE OBJECTIVES/COMPETENCIES:
1. The student will be able to be exposed with actual life experience with industries.
2. The student will be able to become familiarized with technology practice in industry.
3. The student will be able to be introduced with industrial processes.
4. The student will be able to be exposed to team work in the work place.
5. The student will be able to be exposed with client and technician relationship.
6. The student will be able to become familiarized with etiquette and customer behavior.
7. The student will be able to be exposed to record keeping.
8. The student will be able to be exposed to continuing education requirements in industry.
9. The student will demonstrate an ability to do independent study in his field.
10. The student will demonstrate an ability to document their work.
11. The student will demonstrate consistency in arriving on time.
12. The student will demonstrate an ability to follow directions.
13. The student will become familiarized with safety in the work place.
14. The student will become familiarized with practical technology upgrade plans.
15. The student will demonstrate an ability to dress appropriate for the work place.
16. The student will be able to be provided with the opportunity to name the industry in his/her resume as work experience
17. The student will demonstrate an ability to meet I.T. deadlines.
18. The student will observe how education effects roles, responsibilities and opportunities in the work place.
19. The student will be exposed to work place appropriate relations.
20. The student will be exposed to work place ethics.
21. The student will demonstrate an ability to work independently.

REQUIREMENTS:
(STUDENT’S ROLE)
A. Should be a 3rd or 4th term student.
B. Sign a note of intent to attend the assigned industry. (Student will be given the job description and his work hours.)
C. Have his/her work performance evaluated by the supervisor in the industry.
D. Successfully complete all the assigned work relating to the job description provided.
E. Write a term paper, on Industrial Internship. The paper should contain the job description, work performed, industrial product (type of industry and their end product) and achievements.
F. Will not make any claim on compensation, for work tools, supplies or clothing items, etc.
G. Observe all the safety rules and will be responsible for, first their own safety, and then other personnel and equipment.

(INDUSTRIAL ROLE)
A. Sign a note of intent, that they will take students as per their capacity on internship.
B. Provide the job description and work hours (5 hours per week).
C. Assign a supervisor from the shop floor to;
   1. Assign the job
   2. Look after the student's safety
   3. Evaluate student's work
4. Maintain a attendance sheet on student
D. Industry, if they choose, may compensate the student on minimum wages to enhance the student's zeal and learning environment.

**(COMPUTER INFORMATION SYSTEMS - PROGRAM DIRECTOR'S ROLE)**

A. For smooth running of the Industrial Internship (Computers), student or the assigned instructor should have a signed letter of intent from the industry and student.
B. Student should be briefed about his job and responsibilities.
C. The Director, or his assigned instructor should keep a close liaison with the industrial representative to ensure;
   1. Job assignment
   2. Safety of student
   3. Evaluation of student's work
   4. Attendance of student
D. The industrial evaluation and student's term paper would be scrutinized by the Director for determination of student's grade.
E. The Director should clearly define the student's "Ought To Be Achievements" for the related course outline, for which the Industrial Internship course is taken as substitute.

**THE COURSES WHICH CAN BE SUBSTITUTED BY ELCT-251 INDUSTRIAL INTERNSHIP (Computers)(3 CREDIT HOURS)**

**Computer Technology**

- ELCT-0216 Microprocessor Troubleshooting If working on personal computer hardware
- ELCT-0227 Peripherals and System Devices If involved with repair of computer equipment

**NOTE:** The Engineering Technology Director has the right to determine the industrial job description compatibility with the courses listed above.

**SPECIAL NOTES:**
This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college’s policy on non-discrimination
be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact Valerie Webb, in Rm. 3354 or call at: 288-7670 V/TDD.