I. INTRODUCTION

A. A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. This course is a capstone experience for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and of the business/industry.

B. This course serves as an alternative course to the capstone course on the Information Technology AAS degree plan. Curriculum plans for degrees and certificates are listed in the current Central Texas College catalog.

C. Prerequisites: 30 semester hours of Computer Science coursework.

II. LEARNING OUTCOMES

Upon successful completion of this course, Internship, Computer and Information Sciences, the student will be able to:

A. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry. (C1, C3, C4, C5, C6, C7, C8, C9, C10, C11, C12, C13, C14, C15, C16, C18, C19) (F1, F2, F3, F5, F6, F7, F8, F9, F10, F11, F12, F13, F14, F16, F17).
B. Demonstrate legal and ethical behavior, safety practices. (C4, C5, C6, C7, C9, C12, C14, C15) (F1, F2, F5, F7, F8, F9, F12, F15).

C. Demonstrate interpersonal and teamwork skills. (C4, C5, C6, C7, C9, C12, C14, C15) (F1, F2, F5, F7, F8, F9, F12, F15).

D. Demonstrate appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (C4, C5, C6, C7, C9, C12, C14, C15) (F1, F2, F5, F7, F8, F9, F12, F15).

III. INSTRUCTIONAL MATERIALS

A. The instructional materials identified for this course are viewable through www.ctcd.edu/books

B. Lecture Classes also require at least one USB storage device. (2-4 GB preferred).

IV. COURSE REQUIREMENTS

A. Attend both lecture and lab or in the case of online delivery, be actively engaged in Blackboard and maintain constant progress.

B. Be prepared to participate in discussion, team projects/assignments and take unannounced assessments relating to the lecture materials.

C. Complete all exams/assessments.

D. Submit all assignments on time.

V. ASSESSMENTS

A. Student content mastery will be evaluated in the following areas:
   • Assessments (Weekly training logs, self-evaluations, and final internship paper)
   • Final Assessment (final comprehensive assessment)

B. Scheduled and unscheduled assessments will be given at the discretion of the instructor.

C. Exams/assessments may be composed of both subjective and objective questions plus computer output.
D. A student must take all exams/assessments. Both online and on campus students who know in advance that they will be absent due to school sponsored trips, military duty or orders, or any other valid reason, must arrange to take an early exam/assessment. Unexpected absences due to illness or other extenuating circumstances will require the student to contact the instructor about make-up work in lieu of the missed exam/assessment.

E. Students with unexcused absences will be given a zero for each missed assignment.

VI. SEMESTER GRADE COMPUTATIONS

<table>
<thead>
<tr>
<th>Course Requirements</th>
<th>Points</th>
<th>Points</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>300</td>
<td>900-1000</td>
<td>A-Superior</td>
<td>4</td>
</tr>
<tr>
<td>Assessments</td>
<td>300</td>
<td>800-899</td>
<td>B-Above Average</td>
<td>3</td>
</tr>
<tr>
<td>Final Assessment</td>
<td>400</td>
<td>700-799</td>
<td>C-Average</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>600 - 699</td>
<td>D-Passing, but unsatisfactory</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1000</td>
<td>0 -599</td>
<td>F-Failure</td>
<td>0</td>
</tr>
</tbody>
</table>

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE INSTRUCTOR

A. Course Withdrawal: It is the student’s responsibility to officially withdraw from a course if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The student must sign the withdrawal form. CTC Form 59 will be accepted at any time prior to Friday of the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is:

- 10-week session: Friday of the 8th week
- 8-week session: Friday of the 6th week
- 5-week session: Friday of the 4th week

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

For non-GoArmyEd active military students, the effective date of withdrawal is the filing date with the Education Center. For all other students, the effective date of withdrawal is the date that the withdrawal application is received by the Central Texas College representative.
Students who used financial aid, military tuition assistance, VA benefits, or other non-personal funds may be required to repay tuition and fees to the funding agency. For specific repayment requirements, contact the Office of Student Financial Aid or Veterans Services Office before withdrawing. Military tuition assistance students should visit their military Education Center or Navy College Office.

A student who officially withdraws will be awarded the grade of “W” provided the student’s attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the College before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued a grade of “F,” “FI,” “FN,” “IP,” or “XN.”

B. Instructor Initiated Withdrawals: Faculty are authorized to withdraw students who are not making satisfactory course progress to include failure to meet College attendance requirements as outlined in the section of the Catalog entitled “Satisfactory Progress Standards.” The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.

Students enrolled in distance learning courses are expected to maintain constant progress throughout the course. Failure to do so may result in the student being administratively withdrawn by the instructor.

Students who have not attended class by the 12th class day of a 16-week course or the 6th class day of an 8-week term may be administratively withdrawn by the instructor with a grade of "W." Students may also be administratively withdrawn from any class when their absences exceed a total of four class meetings for a 16-week course or three class meetings for less than 16-week courses and; in the opinion of the instructor, the student cannot satisfactorily complete the course. In a distance learning course the last date of attendance is the last activity by the student in the course.

C. Administrative Withdrawal: A student may be administratively withdrawn by a designated member of the administrative staff of the College when the student has been placed on Academic Suspension or Disciplinary Suspension; the student has an outstanding financial obligation owed to the college; or the student registered for a course without the required prerequisite or departmental permission.

The College is under no obligation to refund tuition and fees, or other costs associated with an administrative or instructor initiated withdrawal.

D. Incomplete Grade: The College catalog states, “An incomplete grade may be given in those cases where the student has completed the majority of the
coursework but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course...” Prior approval from the instructor is required before the grade of “IP” for Incomplete is recorded.

E. **Cell Phones and Pagers:** Students will silence cell phones and mobile devices while in the classroom or lab.

F. **Americans with Disabilities Act (ADA):** Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Review the website at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support) for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

G. **Instructor Discretion:** The instructor reserves the right of final decision in course requirements and may make changes to the course outline and/or assignments as needed.

H. **Civility:** Individuals are expected to be aware of what a constructive educational experience is and be respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

I. **Degree Progression:** Students who receive a grade of “D” are advised not to enroll in the next course for which this course was a prerequisite.

J. **Failing Grade:** The grade of “F” or “FN” will be given for academic failure, non-attendance or scholastic dishonesty.

K. **Scholastic Honesty:** All students are expected to maintain the highest standards of scholastic honesty in the preparation of all course work and during examinations. The college policy on scholastic honesty, including definitions on plagiarism, collusion, and cheating can be found at the following URL: [http://online.ctcd.edu/plagiarism.cfm](http://online.ctcd.edu/plagiarism.cfm)
VIII. COURSE OUTLINE

A. Learning Outcomes: Upon successful completion of this unit, the student will, as outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry through performing duties during the semester at a worksite with supervision by a person onsite and through the following evaluative processes:

1. Demonstrate proficiency in information technology, oral communication skills, and written communication by generating a weekly time log and memo to specifications.
2. By the end of the semester, accomplish a variety of tasks as determined by an objective task list and documented by the onsite supervisor.
3. Complete a comprehensive assessment that demonstrates proficiency in skills and technologies taught in the Information Technology degree.

B. Learning Activities:

1. The student will perform tasks culminated from the degree coursework in work situation as if employed. (C1, C2, C3, C4, C5, C6, C7, C8, C9, C10, C11, C12, C13, C14, C15, C16, C17, C18, C19) (F1, F2, F3, F4, F5, F6, F7, F8, F9, F10, F11, F12, F13, F14, F15, F16, F17)
2. The student will type weekly evaluations indicating how the tasks performed relate to their degree coursework and document skills used in the internship activities. (C5, C7, C8, C15) (F2, F5, F7, F8, F10)
3. The student will demonstrate acquired skills in working efficiently in the workforce setting by completing tasks and projects in a specified time frame. (C5, C8, C15) (F1, F2, F6, F9, F10, F17)

Tasks and responsibilities will vary with different job situations. Generally, the intern should experience duties related to the Information Technology AAS degree program during the internship.