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CRT 290T.01: Computer Technology Internship

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COURSE NO: CRT290T Computer Technology Internship   **DATE**: Fall 2006

FACULTY: Cheryl Galipeau, Internship Director   **OFFICE**: AD11D

E-MAIL: cheryl.galipeau@umontana.edu   **PHONE**: (406) 243-7874

OFFICE HOURS: As posted or by appointment   **CREDITS**: 2

CONTACT HOURS PER SEMESTER: 90

PREREQUISITES: Enrolled in final semester of program, minimum of "C" in all CRT courses, and recommendation of Applied Computing and Electronics Program Director.

COURSE DESCRIPTION: On-the-job training in positions requiring advanced computer competencies. This experience increases students' skills, prepares them for initial employment, and increases occupational awareness and professionalism. Students work a minimum of six hours each week at an approved site and attend scheduled one-hour seminars.

COURSE OBJECTIVES:
Upon completion of this course, the student will:
1. Employ classroom skills in a 90 hour business environment.
2. Develop occupational preparedness and professionalism through completion of employment credentials and attendance of seminars.
3. Gain experience for initial employment.
4. Assess his/her internship position and present findings to peers and program director.

COURSE REQUIREMENTS:
1. Secure an internship position and submit completed "Learning Agreement", including Program Director approval. **No hours will be recorded until this is done**.
2. Submit completed and signed program objectives identified in "Learning Agreement Goals for Computer Technology Internship", within the first two weeks of employment.
3. Complete green time card and turn in weekly to Internship Director. Incomplete card will not be accepted.
4. Submit midterm Evaluation at 45 hours, (student responsibility) – Copy
5. Complete 90 hours of supervised work at an approved internship site.
6. Attend scheduled seminars for special topics, group discussions, guest speakers, and oral presentations.
7. Prepare and submit documents to instructor as required for student portfolio described on attachment to syllabus.
8. Present an informal oral presentation to peers and program director during a scheduled internship seminar. This report will be based on the internship report described in attached document outlining portfolio requirements. Oral report presentations will be scheduled near the end of the semester. Some students will have completed the required 90 hours of internship, but students may present the report with at least 50% of the required hours complete. The report should be brief (2-5 minute) and describe and assess the effectiveness of the internship objectives and overall experience.
9. Final Evaluation by Supervisor (Internship Director responsibility) – Copy available for intern.

EVALUATION:

Any missing projects and seminars will decrease the student overall grade. Students who miss a seminar may make-up that topic. A midterm evaluation will be done at completion of 45 hours. The midterm evaluation is the responsibility of the student to obtain and request employment supervisor to complete. The original copy of the midterm evaluation must be turned in to the Internship Director when 45 hours of work is complete. At completion of 90 hours of work with appropriate documentation and final evaluation by supervisor, attendance at required scheduled seminars, and completed portfolio, grade will be calculated using the following grading scale:

94 – 100 = A
88 - 93 = B
80 - 87 = C
75 - 79 = D
Below 74= F

ACADEMIC INTEGRITY: All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at http://www.umt.edu/SA/VPSA/index.cfm/page/1321.

DISABILITY ACCOMMODATION: Eligible students with disabilities will receive appropriate accommodations in this course when requested in a timely way. Please speak with me after class or in my office. Please be prepared to provide a letter from your DSS Coordinator.

FINAL NOTE:
1. Previous work experience cannot be accepted toward internship course.
2. Ideally, the required number of hours should be spread over the entire semester so that the student is able to experience the depth of a variety of tasks, circumstances, and solutions that likely will not occur in a condensed time-frame.
3. A No Grade, "NG", will be assigned until all internship requirements have been met. Students have one year to complete internship requirements before the "NG" grade option reverts to an "F" grade.
4. All Internship positions must have prior approval from Program Director to assure qualification.