

CLARENDON COLLEGE
Division of Business and Technology

Course Name: Technical Internship

Credit Hours: 3

Semester: Fall, 2010

Classroom Location: MKB 204

Instructor: Jack McCarty

Office Location: MKB 204

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Office Hours: 0800-0900 M-F

Course Description 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.

Statement of Purpose This course is a workforce developmental course that will transfer as part of the A.A.S. in Computer Technology with articulation agreements in place.

Required Instructional Materials

Textbook: none

Student Requirements

A positive and cooperative attitude is **necessary** to pass this course.

Personal hygiene is necessary on the job and will be required in this program.

Methods of Instruction

Lecture, videotape, demonstrations, presentations, peer review, readings, Internet, e-mail, chat, etc.

Course Objectives Students will gain knowledge of career opportunities in the various fields of IT/networking and develop concepts and knowledge to become better employees, technicians, and network administrators.

This course prepares students to become positive contributors in the workplace.

Students will successfully document trouble shooting techniques and demonstrate by delivering a presentation.

Students will successfully learn to respond to customer support requests and to present a summary of a technical support even that deals with the networking industry

Grading Policies: The final semester grades will be figured as set in the current catalog:

90 to 100 = A

80 to 89 = B

70 to 79 = C

60 to 69 = D

Below 59 = F

If a supervisor is dissatisfied at any time, the student will either be re-assigned or expelled from school based on Clarendon College behavior policy and/or discretion of instructor.

This form will be used to evaluate Intern by supervisor:

Clarendon College- IT Program Intern Evaluation Form

Employer: _____

Student/Intern: _____

Month: _____

This student's will be evaluated based on a scale of 10 to 0. A "10" is perfection. "5" is acceptable with room for improvement. "3" needs immediate attention and/or correction and possible relocation. Less than a "2" could result in expulsion from the Program.

If the student does not deserve a "10," please specifically identify how this student may improve their individual performance.

Communication: _____

Cooperative: _____

Compassion/Courtesy w/peers: _____

Committed to best effort: _____

Consistent (punctuality) _____

Consistent (follow through to task completion) _____

Consistent (requires appropriate supervision, no more) _____

Competence: _____

Comments: _____

A student's final grade will be made available through Campus Connect at Clarendon College's website.

Challenging the Course

Students can elect to challenge the course by taking and passing the relevant field certification. These examinations can be taken at any participating Pearson-Vue or Prometric Testing Center. Pampa Center is registered as a Pearson-Vue and Prometric Testing Center.

Classroom Conduct

Attendance in college courses is your choice. It is very important that you attend all classes if you want to be successful. Therefore, a portion of your grade for this course is for attendance. For every time you are not in class on time, points will be taken off the attendance grade, unless you send me E-MAIL stating the purpose of your absence. Once your E-Mail is received, your excuse may be verified in order to determine if it is an excusable absence as determined by the college handbook and/or instructor. It is still **your responsibility** to discuss your

absence with me and find out what you need to do to make up what you missed. If there is makeup work you need to complete, you need to complete it within one class period of your absence. If you do not discuss with me your absence or complete the makeup work, you will have points deducted from your attendance grade. More than **(3) Three** unexcused absences may result in a failing grade for the course.

Class roll will be taken by sign in sheet at the very beginning of each class session. Tardiness is a very bad habit to develop (and would not be tolerated in the workplace). It is also very disruptive to the classroom environment. Therefore, if you arrive after class roll is taken, you are counted absent. If you do not want this absence to remain on your record, **it is your responsibility** to discuss your tardiness with me after the class session is over. If you do I will change the absence to a tardy. However, if you are tardy more than 3 times in the semester, I will start counting them as absences

American with Disabilities Act Statement

Clarendon College provides reasonable accommodations for persons with temporary or permanent disabilities. Should you require special accommodations, notify the Office of Student Services (806-874-3571 or 800-687-9737). We will work with you to make whatever accommodations we need to make.

Dropping a Course

A student who is enrolled in a developmental course for TSI purposes may not drop his/her only developmental course unless the student completely withdraws from the college. A student may drop any other course with a grade of "W" any time after the census date for the semester and on or before the end of the 12th week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar. The request for permission to drop a course is initiated by the student by procuring a drop form from the Office of Student Services. (Refer to other policies concerning this issue in the current college catalog online.)

A student is permitted to drop a course if he/she obtains an official drop slip from the office and has the instructor sign the slip before the 12th class week.

Remember, a student is only allowed to drop the same class twice before he/she will be charged triple the tuition amount for taking the class a third time or more. Furthermore, beginning with the Fall 2007 semester, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career. After the 6, he/she will no longer be able to withdraw from any classes.

Withdrawal from College

When a student finds it necessary to withdraw from school before the end of the semester, he or she should obtain a withdrawal from the Office of Student Services. Students may also withdraw from the college by sending a written request for such action to the Registrar's Office. The request must include the student's signature, the student's current address, social security number and course information details. Students who withdraw after the census date for the semester and on or before the end of the 12th week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar will be assigned a grade of "W."

Background Checks

Before Clarendon College places an individual in the workplace of another professional environment (company, school, business, etc.), Internship students must sign and agree to a full disclosure of criminal history. This information will be made available to prospective employers who would consider enlisting a specific candidate for internship. Reasonable fee for Texas Department of Public Safety inquiries will be the responsibility of the student and added to the ITSC 2386 course fees.

Participation

Much of what we do is hands-on and will require a positive team effort to be successful. Any pattern of non-participation or lack of cooperation will not be tolerated. Ours is a SAFE environment and anything that distracts from overall corporate or individual well-being will not be tolerated.

Academic Honesty

In order to help students learn in an academic environment, I adhere to a strict policy regarding academic honesty. Anyone who is dishonest in any of the following areas will receive a zero on that assignment or test with no opportunity to make up the zero and may be dropped from the course with a grade of F:

Cheats on a unit test or on the final exam by

- using notes or textbooks
- getting help from another student
- giving help to another student

Cheats on an assignment by

- letting someone else complete part/all of your work
- using someone else's files
- letting someone else use your files

It is your responsibility to protect your electronically saved files. If someone else turns in an assignment as if it were that student's work but it is work that you completed, I will have to assume that you were knowledgeable of what happened.

Due Dates, Extra Credit, etc.

I attempt to deal with assignments and other tasks you are given much like they would be handled on a job. Therefore, it is assumed that you will turn all work in by its due date unless you discuss the situation with me ahead of time and have a legitimate reason. If something occurs beyond your control (such as a technical problem) that prevents you from turning the work in on time, it is your responsibility to contact me (in person, by phone, or by email) and request an extension. Any extension given is at instructor's discretion. If the assignment is not turned in within the extension time, a grade of zero will be given for that assignment. If no extension is requested and an assignment is not turned in by the due date, that assignment will also be given a grade of zero. Due dates will be clearly given at the beginning of the assignment.

Class Changes/Notifications

If any changes are made to the class (assignments, due dates, etc.), I will try to inform you as a class or individually, especially if we don't have class due to bad weather

Respectful Behavior

I will always show you the respect you deserve as a student. I, in return, expect respectful behavior from you. Otherwise, you will be asked to leave the classroom. The main way you show respect in the classroom is by paying attention during class time. I will not tolerate sleeping, talking to fellow students, listening to music over the headphones, surfing the Internet, checking email, or other similar activities. One infraction such as this will result in my warning you verbally. A second infraction will result our visiting the Dean of Students and your being withdrawn from the class, possibly with an "F." In a computer lab, the temptation to check your email or surf the Net is pretty great – **resist that temptation**. Ringing cell phones and pagers cause disruption and loss of instructional time. You **WILL** turn off all cell phones and pagers during class.

A positive and cooperative attitude is **necessary** to pass this course.

Reports

Information Technology requires a lot of on-the-job documentation and reports. In academic interest also, every student will turn in an appropriately composed report. I will not accept less than correct use of grammar, punctuation, language of the discipline, and legibility.

Tentative Course Schedule/Outline

Class Contract

I have received and have read the syllabus for ITSC 2386 taught during the Fall, 2010 semester by Jack McCarty and agree to abide by the policies written in it. I understand the policies of class attendance, lab attendance, dropping the course, academic honesty, and general class behavior and understand the consequences of failing to comply with these policies.

Student's Name (printed)

Date

Name _____