

**MIDSTATE COLLEGE  
411 W NORTHMOOR RD  
PEORIA, IL 61614  
(309) 692-4092 or (800) 251-4299  
Winter 2016**

**Course Number & Name:** CIS 299 Internship

**Credit Hours:** 4 Quarter Hours

**Method of Delivery:** eLearning/Arranged

**Prerequisite(s):** Permission of the program director and availability of employment opportunity. Must maintain at least a 2.50 cumulative grade point average or have the consent of the Internship Coordinator to enter the program. Student must have successfully completed at least 75% of the major and general education courses required in the program.

**Course Description:** This course provides an opportunity for the student to apply the skills and knowledge gained in the areas of Computer and Information Science in a professional setting. At the conclusion of the internship, the student will be expected to provide an analysis of the work experience. The analysis will include how knowledge gained through previous coursework was applied on the job, what knowledge was gained from the experience, and how that knowledge may be applied toward future opportunities. A minimum of 120 hours on the job is required.

**Course Objectives:** Upon completion of this course, the student will be able to:

1. develop and apply information technology skills in an organizational setting
2. support information technology functions within an organizational setting
3. complete assigned tasks in an appropriate and timely manner
4. demonstrate professional behavior with appropriate communication and dress code
5. agree/modify the recommendations made by the supervisor

**Grading Scale:**

90 – 100%	A
80 – 89%	B
70 – 79%	C
60 – 69%	D
0 – 59%	F

**Midstate Plagiarism Policy:** Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

**Student Success:** The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room 218 (in person); (309) 692-4092, extension 2180 (phone); [studentsuccess@midstate.edu](mailto:studentsuccess@midstate.edu) (email).

**Instructor information: Donna Greer , MA-MIS**  
**Room/phone: Room 122, 309-692-4092 x1220**  
**Midstate email: dgreer@midstate.edu**  
**Office Hours: When needed**

**Policies and Procedures:** The Internship should exceed five weeks. A student should participate in the Internship experience no less than two days a week. The supervisor will give the extern the opportunity to direct practice in a wide variety of support tasks performed in the organization. The supervisor will also spend time at the end of each internship day to discuss the strengths and weaknesses of his/her activities. The internship coordinator reserves the right to make unscheduled visits, with prior approval from the supervisor, to determine the success of the internship experience. A student must meet the professional standards and expectations acceptable to the internship facility or be subject to reprimand or removal from the internship. During the final week of the internship, the internship coordinator must receive the following documents in order to process the appropriate course grade:

1. Internship Performance Evaluation
2. Internship Summary
3. Internship Time Sheet or other approved method of documentation

**Participation Requirements:** The student is expected to punctually attend their Internship weekly and exhibit professional behavior. The student is required to have the Internship Agreement completed and returned to the Internship Coordinator before the end of week one of the quarter.

**Examination Information:** There are no examinations in this course.

**Methods of evaluating student performance:** The objectives will be measured as the student is completing the Internship experience. The Internship Performance Evaluation, Internship Summary, Professional Performance Categories, Weekly Progress Report and Internship Attendance will be used to calculate a final course grade.

A minimum of 120 hours is needed to be eligible to complete the Internship experience. The duties and time will be documented by the supervisor. A student must achieve high ratings and comments on the Internship Performance Evaluation and the Internship Summary which are completed at the end of the Internship experience by the supervisor.

**Instructor's Grading Scale:** Grades for the class will be determined using a point basis.

Area	Points Available
Weekly Attendance	60
Professional Performance Categories	80
Internship Summary	25
Intern Progress Report	110
<b>Total</b>	<b>275</b>

**Week-by-Week Schedule:**

Qtr Week	Activity
Week 1	Meet with Internship Coordinator Complete Internship Agreement and submit to Internship Coordinator
Week 2	Fulfill the requirements of Internship Weekly Progress Report
Week 3	Fulfill the requirements of Internship Weekly Progress Report
Week 4	Fulfill the requirements of Internship Weekly Progress Report
Week 5	Fulfill the requirements of Internship Weekly Progress Report
Week 6	Fulfill the requirements of Internship Weekly Progress Report
Week 7	Fulfill the requirements of Internship Weekly Progress Report
Week 8	Fulfill the requirements of Internship Weekly Progress Report
Week 9	Fulfill the requirements of Internship Weekly Progress Report
Week 10	Fulfill the requirements of Internship Weekly Progress Report
Week 11	Fulfill the requirements of Internship Weekly Progress Report
Week 12	Weekly Progress Report Summary & Performance Evaluation due Hour documentation due