

Computer Information Systems Internship Program



Internship Checklist

Faculty Internship Coordinator:

William Marshall, bmarshall@edcc.edu, 425-640-1985, ALD 274

CIS Program Manager:

Carol Tompkins, carol.tompkins@email.edcc.edu, 425-640-1902, ALD 211

A CIS internship requires the student to register for:

CIS 291: Technology Internship.

Credits: 1.0 to 10.0

Students must be enrolled in their second year of CIS program coursework to enroll in this class. This variable credit course (one to ten credits) provides on-the-job training in information technology. One credit is awarded for each 30 hours worked. Grading is S/U. Registration by permit code only; obtain code from instructor. **Prerequisite(s):** Instructor permission.

Please use the following checklist to ensure that you fulfill all program requirements for a CIS internship:

I. I ALREADY HAVE AN INTERNSHIP

A. Fill out pages 3 and 4 of this internship packet

- a. Make sure you and your supervisor (the one you're having the internship with) sign on the second page.
- b. Know how many credits you are signing up for (1 credit = 30 hrs).
- c. Turn these two pages in to William Marshall or Carol Tompkins (either in person or electronically)
- d. Once pages are turned in, you will get a registration code to enroll in CIS 291. (If you register online, the course will default to 10 credits. Please make sure you select only the number of credits you will be earning).

B. At the end of the quarter, prior to the start of finals, you will turn in the rest of the Internship packet

- a. Self-evaluation
- b. Supervisor evaluation
- c. Time sheet

Make sure all pages are signed where indicated by yourself and your supervisor.



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The paperwork can be turned in

- Directly to William Marshall.
- To Carol Tompkins (ALD 211).
- To the Math/Science division administrative staff-2nd floor, ALD hall.

II. I NEED TO FIND AN INTERNSHIP

A. Search for an internship

- a. Students needing assistance with the search process should consult the Career Action Center for listing of available internships

(<http://www.collegecentral.com/edcc/>), or call 425-640-1256. CIS instructors may also be aware of internships or will help you in your search.

- b. Once you've gotten an internship, follow the steps above under "I already have an internship".

As the internship program is subject to continuous enrollment, students may register up to the seventh week of the quarter. Credit will be awarded for all work performed within a quarter, even for hours that were earned prior to registering, but no credit will be awarded for work done in previous quarters.

III. Earning Credit

In order to earn credit for your internship, you must:

1. Have completed 30 hours of work for each credit
2. Receive a satisfactory evaluation from your supervisor
3. Complete and submit the following items prior to finals
 - a. Internship Self Evaluation
 - b. Supervisor's Evaluation of Intern Performance
 - c. Internship Timesheet

These documents are due no later than the last day of regularly scheduled class for the quarter in which you are enrolled for the internship. This means the paperwork is due **PRIOR** to Finals week. It is your responsibility to ensure that all of forms are signed by your supervisor and submitted on time. Late documentation will result in an incomplete grade for the quarter.

COMPUTER INFORMATION SYSTEMS INTERNSHIP RESPONSIBILITIES

Date _____ Quarter _____ Summer _____ Fall _____ Winter _____ Spring _____ Year 20 _____

Student Information

 Student's ID Number

 Student's Last Name

 Student's First Name

 Internship Credits

 Internship Hours

 Title of Internship Position

 Name of Internship Company

 Student's Home Address

 City

 State

 Zip code

() _____
 Phone

() _____
 Fax

 Email

Internship Learning Site

 Supervisor's Last Name

 Supervisor's First Name

 Supervisor's Title

 Secondary Supervisor's Name/Title

 Company Name

 Company Address 1

 Company Address 2

 City

 State

 Zip code

() _____
 Phone

() _____
 Fax

 Email

Type of Internship:
 _____ Paid _____ Unpaid Salary \$ _____ Start Date _____ End Date _____

Student Responsibilities:

1. Register for internship credits through program advisor.
2. Keep regular attendance at the college and on the job, notifying the employer and instructor of any anticipated absences.
3. Abide by all state, federal, business site, and college rules and regulations.
4. Demonstrate honesty, punctuality, cooperation, confidentiality, and respect for others.
5. Submit verified documentation of hours at the work site to the program instructor and complete the required coursework related to the work-based learning units.



6. Immediately inform the work site supervisor and program instructor of any problems, concerns, and accidents/injuries.
7. Abide by the dress code of the work-based learning/training site

Internship Site Responsibilities:

1. Comply with Federal and State Labor and Industry regulations.
2. Provide orientation (i.e. safety policies and procedures) and job-specific training.
3. Conform to federal laws prohibiting discrimination on the basis of race, color, national origin, sex, or disability.
4. Provide a safe working environment and report any student accidents and/or injuries.
5. Consult with the program instructor concerning the student's learning plan. The student shall be given the opportunity to gain as broad an experience in tasks as possible.
6. Verify attendance and/or time records and provide evaluations to student and college representative regarding performance and skill attainment. Interns, upon request, may review their internship files including supervisor's evaluation.

College Representative Responsibilities:

1. Provide coordination and support for the students in the work-based learning experience.
2. Confer with the work-based learning site supervisor.
3. On an appointment basis, a program representative may visit the supervisor and student to evaluate the student's progress
4. The student will be awarded 1 (one) credit per 30 (thirty) working hours in Internship Course for satisfactory completion of work experience included in this training agreement.
5. Document all reported injuries and/or accidents.

Indemnification Clause

Each party to this agreement shall be responsible for its own acts and/or omissions and those of its officers, employees and agents. No party to this agreement shall be responsible for the acts and/or omissions of entities or individuals not a party to this agreement.

Statement of No Supplanting

The student will not reduce or replace the hours of any regular employee at the work site.

EEOC Statement

The College as an educational institution and as an employer does not discriminate on the basis of race, religion, ethnicity, national origin, age, disability, gender, and marital or veteran status. This is a commitment made by the College in accordance with federal, state and local laws and regulations.

This agreement may be amended or terminated if responsibilities are not met.

Student Name _____

Signature _____

Date _____

Supervisor Name _____

Signature _____

Date _____

College Program Advisor _____

Signature _____

Date _____

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(Submit at the start of the quarter)

INTERNSHIP AGREEMENT

Student Name:	Internship Site:	Student's Phone: ()
Student ID Number:		

What will be the learning objectives for this Internship?

(Work with your supervisor to determine a specific list of objectives that you hope to achieve this quarter. Objectives should be described using complete sentences, i.e.: Gain an understanding of... Become proficient in..., Develop my skills in..., etc.)

Section II / Accomplishment of Objectives

How will the student accomplish these objectives?

(Work with your supervisor to develop a list of specific tasks that will provide you with an opportunity to meet the objectives outlined in Section I. Again, use complete sentences: I will perform. . . , I will be responsible for. . . , I will observe..., etc.)

Section III / Role of the Supervisor

How will your supervisor be involved with your internship?

(Describe the specific role that your supervisor will play in helping you accomplish the objectives outlined in Section I. For example, the supervisor will: assign relevant projects, meet with the student at least once per _____ to provide advice and feedback on the student's progress, and complete both a mid-term and final evaluation of the student's performance.)

Section IV / Signatures

We agree that the learning objectives listed above will form the basis for the student's internship experience. At the end of the quarter, the supervisor will complete a written evaluation using the achievement of these objectives as the primary measure of the student's performance.

Student's Signature:

Date:

Supervisor's Signature:

Date:

Internship Coordinator's Signature:

Date:

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SUPERVISOR'S EVALUATION OF INTERN PERFORMANCE		
Student Name:	Internship Site:	Supervisor Name:
Student ID Number:		

	<u>Outstanding</u>	<u>Exceeded expectations</u>	<u>Met expectations</u>	<u>Needs Improvement</u>
Please rate the intern's performance in the following areas:				
Professionalism (dress, punctuality, overall manner):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level or motivation towards the internship:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to adapt to new situations and challenges:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time management skills (ability to prioritize, meet deadlines, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal relations with colleagues, clients, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level of creativity / initiative:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EVALUATION OF INTERN PERFORMANCE (Page 2)

Please answer the following questions (Attach additional pages if needed):

How did the intern handle suggestions concerning his/her performance?

Please rate the overall quality of the intern:

Outstanding

Above Average

Average

Below Average

In what areas did the intern excel?

In what areas do you feel the intern needs to improve?

To what extent did the intern accomplish the objectives set forth at the beginning of the quarter:

Are there any additional comments that you wish to make regarding the intern's performance?

Student Signature:

Supervisor Signature:

Date:

Date:

