**I. COURSE TITLE:** Internship

**COURSE NUMBER:** 2290 **CATALOG PREFIX:** OFIT

**II. PREREQUISITE(S):**

Students must have completed 25 credit hours in the office information technology studies area with a grade of "C" or above in each course.

**III. CREDIT HOURS:** 4.0 **LECTURE HOURS:** 1.0

**LABORATORY HOURS:** 0 **OBSERVATION HOURS:** 0

**PRACTICUM HOUR:** 3.0

**IV. COURSE DESCRIPTION:**

A supervised on- or off-campus office work experience applying knowledge and skills learned in the classroom or on-line learning experience. Twenty-one (21) hours of work per week required for three credits. An on-campus seminar or on-line learning seminar will be included for one credit hour. Students must have completed 25 credit hours in the office information technology studies area with a grade of "C" or above in each course.

**V. ADOPTED TEXT(S):**

Not applicable

**VI. COURSE OBJECTIVES:**

1. To provide "hands-on" experience in office work.
2. To apply office technology skills learned in the classroom or on-line learning seminars and discussions to office situations.
3. To further advance the office technology skills learned in the classroom and on-line learning seminars and discussions.
4. To enhance the opportunity for employment following graduation by having office work experience.
5. To give students experience in the office information technology field.
6. To gain experience in an office environment.
7. Demonstrate skills necessary in the office information technology field and to gain insight into the office information technology-working environment.

**VII. COURSE METHODOLOGY**

1. Working in an office environment utilizing retained skills and knowledge from prerequisite areas.
2. Weekly business seminar topics and discussion participation and research
3. Reporting of detailed work information and hours worked.
4. Student must submit a resume and go through an interview process to be accepted by the worksite.
5. Student’s work performance will be closely monitored by Supervisor and Instructor.
6. Evaluations will consist of interviews, both in-person and by phone.
7. Any disciplinary actions will be in written form and could be cause to terminate the placement.

**VIII. GRADING:**

Course grade will be determined by evaluations given by your site supervisor as well as attendance and participation in weekly seminar business related discussion topics.

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 0 - 59

**IX. COURSE OUTLINE:**

Student Responsibilities:

1. Students will be responsible for 21 hours of work per week or 315 hours total at their approved job site
2. Students are responsible for reporting weekly work detail reports and hours worked.
3. Students will familiarize themselves with the company and department policies and procedures as well as products/services the company produces.
4. Students will report for work on time and on a regular basis. In case of UNAVOIDABLE absence, the site supervisor is to be notified at the time or before you would normally report for work. Arrangements for making up the time lost will be arranged with the site supervisor.
5. Students will abide by all rules and regulations of the company. Dress shall be appropriate in keeping with the norms of that particular office.
6. Students shall practice confidentiality in the work of their office where required.
7. Students will strive to project a positive image of the company and of the college.

**X. OTHER REQUIRED BOOKS AND MATERIALS:**

None

**XI. EVALUATION:**

Course grade will be determined by evaluations given by your site supervisor in reference to the work required, reporting of work hours tracking indicating work experience performed, participation and research in weekly business seminar discussion topics.

**XII. SPECIFIC MANAGEMENT REQUIREMENTS:**

Student must pass Drug screening test as required by employer

Student must pass background check as provided by SSCC.

**XIII.** **OTHER INFORMATION:**

**FERPA:** Students need to understand that your work may be seen by others. Others may see your work when being distributed, during group project work, or if it is chosen for demonstration purposes.

Students also need to know that there is a strong possibility that your work may be submitted to other entities for the purpose of plagiarism checks.

**DISABILITIES:** Students with disabilities may contact the Disabilities Service Office, Central Campus, at 800-628-7722 or 937-393-3431.