

FLORIDA STATE COLLEGE AT JACKSONVILLE

COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER:	CET 1942
COURSE TITLE:	Cooperative Education (Internship)
PREREQUISITE(S):	None
COREQUISITE(S):	None
CREDIT HOURS:	2
CONTACT HOURS/WEEK:	Average of 2 per week, total of 30 for term
CONTACT HOUR BREAKDOWN:	
Lecture/Discussion:	
Laboratory:	
Other - On the job experience	30 minimum
Job related report(s)	Average of 1 per week (15 for term)
FACULTY WORKLOAD POINTS:	Calculated on the # of students in the internship
STANDARDIZED CLASS SIZE ALLOCATION:	Open
CATALOG COURSE DESCRIPTION:	
<p>A discipline-related internship that provides students with meaningful work experience in a chosen career field. The course is designed to allow students to learn on the job as part of their educational program of study. (2 Credits, 30 contact hours on the job during the term with additional work/reporting required off the job site.)</p> <p>Prefix will be assigned according to student field of study/work.</p>	
SUGGESTED TEXT(S):	None
IMPLEMENTATION DATE:	Spring Term, 2002 (20013)
REVIEW OR MODIFICATION DATE:	Fall Term, 2002 (20031) Fall Term, 2008 (20091)

COURSE TOPICS

CONTACT HOURS
PER TOPIC

I. Job search to include resume and cover letter preparation, contacts with employer(s), interviews and contract agreement development.	Varies per student
II. Discipline Related Work Experience	45 (Minimum)
III. Reporting and Evaluation	15 (Minimum)

PROGRAM TITLE: IT Security
 COURSE TITLE: Cooperative Education (Internship)
 CIP NUMBER: 1506120106 AS

LIST PERFORMANCE STANDARD ADDRESSED:

NUMBER(S): TITLES(S):

18.0 Perform general organizational computing workplace competencies- The student will be able to:

- 18.01 Follow oral and written instructions.
- 18.06 Demonstrate self-motivation and responsibility to complete an assigned task.
- 18.11 Use appropriate courtesy, manners, and dress in the workplace.
- 18.12 Apply principles and techniques for being a productive, contributing member of a team.
- 18.14 Apply principles and techniques for working productively with people of diverse cultures and backgrounds.
- 18.16 Use appropriate communication skills, telephone etiquette, courtesy, and manners when dealing with individuals lacking a technical background.

19.0 Perform project planning and management activities- The student will be able to:

- 19.01 Apply effective time management skills.

20.0 Perform documentation and technical reference activities- The student will be able to:

- 20.01 Use technical vocabulary appropriately
- 20.02 Locate information in printed and online technical references
- 20.03 Prepare documentation to track: physical inventory, regulation and license compliance, hardware and software modifications and upgrades, security breaches and countermeasures, and the current e-commerce security environment

21.0 Demonstrate employability skills- The student will be able to:

- 21.02 Discuss employer expectations regarding attendance, punctuality, initiative, teamwork, etc.
- 21.03 Discuss employee rights regarding privacy, discrimination, due process, safety, etc.

22.0 Demonstrate professional development skills- The student will be able to:

- 22.02 Develop and maintain professional contacts.
- 22.03 Develop mentor relationships.
- 22.04 Anticipate future industry trends.



NOTE: Use either the Tab key or mouse click to move from field to field. The box will expand to accommodate your entry.

Section 1	
COURSE PREFIX AND NUMBER: <u>CET 1942</u>	SEMESTER CREDIT HOURS: <u>2</u>

COURSE TITLE: Cooperative Education (Internship)

Section 2

TYPE OF COURSE: (Click on the box to check all that apply)

<input type="checkbox"/> AA Elective	<input checked="" type="checkbox"/> AS Required Professional Course	<input type="checkbox"/> College Prep
<input type="checkbox"/> AS Professional Elective	<input type="checkbox"/> AAS Required Professional Course	<input type="checkbox"/> Technical Certificate
<input type="checkbox"/> Other _____		
<input type="checkbox"/> General Education: (For General Education courses, you must also complete Section 3 and Section 7)		

Section 3 (If applicable)

INDICATE BELOW THE DISCIPLINE AREA FOR GENERAL EDUCATION COURSES:

<input type="checkbox"/> Communication	<input type="checkbox"/> Social & Behavioral Sciences	<input type="checkbox"/> Mathematics
<input type="checkbox"/> Natural Sciences	<input type="checkbox"/> Humanities	

Section 4

INTELLECTUAL COMPETENCIES:

<input checked="" type="checkbox"/> Reading	<input checked="" type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Critical Analysis	<input checked="" type="checkbox"/> Quantitative Skills	<input type="checkbox"/> Scientific Method of Inquiry
<input checked="" type="checkbox"/> Writing	<input checked="" type="checkbox"/> Listening	<input type="checkbox"/> Information Literacy	<input checked="" type="checkbox"/> Ethical Judgment	<input checked="" type="checkbox"/> Working Collaboratively

Section 5		METHOD OF ASSESSMENT
LEARNING OUTCOMES		
1	Work as part of a team	Supervisor evaluation
2	Act professionally in the work environment	Supervisor evaluation
3	Research, troubleshoot, and repair computer and/or network problems	Supervisor evaluation
4	Document computer and/or network problems	Supervisor evaluation and journal submissions
5	Communicate with computer users the status of their computer/network problem.	Supervisor evaluation

Section 6

Name of Person Completing This Form: <u>Cheryl Schmidt</u>	<u>3/04/2008</u>
--	------------------