

ITS 193 Fall 2004 Tentative Course Calendar
 Wednesdays, 12:15-1:05, Kopiko 101
*Subject to change at the discretion of the instructor, in keeping with
 course goals and objectives.*

Dates	Topics/Reading & Assignment Due
8/25	
9/1	Jill Kouchi, TrueColors
9/8	
9/15	Bruce Yamashita Journal Check #1
9/22	Employer Profile Due , Presentations
9/29	Presentations
10/6	Jill Kouchi, Interdependence
10/13	Jill Kouchi, Interdependence, Journal Check #2
10/20	Midterm Employer Evaluation Due
10/24	Essay 1: Ethics Due
11/3	Journal Check #3
11/10	
11/17	Journal Check #4
11/24	
12/1	Essay 2: Reflection Due
12/8	Journal Check #5
12/15	Final Employer Evaluation
12/17	Final Journal Submission

**Kapi`olani Community College
 Fall 2004**

**ITS 193
 Information Technology Internship**

Instructor

Mary T.P.Hattori

Phone

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Office Location

Kopiko 213

Office Hours:

Monday: 8:00-10:30am

Tuesday: 3:15-4:30

Thursday: 3:15-4:30

***Other times possible on an
 appointment basis.***

Description

This is a cooperative internship education course involving the student and an employer or the college that integrates classroom learning with supervised, structured practical experience. Students' interests, IT program content and the availability of jobs are considered when making internship assignments. This offers the opportunity to develop workplace soft skills as well as technical skills. Students are expected to perform 8-10 hours per week of internship on or off campus. Internship experiences must be related to academic experiences in the IT program. Location and times of internship must be approved by the instructor and if off campus, you must submit a written letter from your supervisor describing your job and how the supervisor may be contacted..

Required Course Texts/CDs

None, though recommended readings will be given throughout the course of the internship based on student needs.

Prerequisites

(MGT 122, ITS 151, ITS 155 and ITS 215) or consent of the instructor.

COURSE COMPETENCIES

Upon successful completion of this course, the student should be able to:

- Perform activities in a cooperative work environment involving such areas as
 - routine tasks
 - problem or crisis situations
 - creative suggestions or initiatives
 - personal development
 - work attitudes, and
 - other competencies as determined by the instructor and employer.
- Demonstrate the understanding of overall competencies, such as
 - analyzing or describing the job assignment in relation to principles
 - concepts or procedures covered in the field of study to demonstrate practical workplace experience and relate that experience to the IT course of study
- Demonstrate workplace ethics, behavior, team work and interpersonal relations that meet industry standards for the IT course of study.
- Identify the personal qualities, work habits, and attitudes that lead to professionalism in the workplace.

CLASS FORMAT

Content will be presented through lectures, projects, discussions, and internship experiences. Students are to work on projects outside of class.

USE OF THE WEB AND ELECTRONIC MAIL

A web site has been established to support instruction as follows: (1) provide information such as a syllabus, calendar, and assignments; (2) deliver surveys; (3) provide feedback such as grades; (4) facilitate communication between students and instructor. Students will be REQUIRED to access the web site on a weekly basis, but should check more often for changes. Directions/hands-on demonstrations regarding the web site will be provided in the first weeks of class and support in the use of the website will be provided by the instructor throughout the session/semester. The website login address is:

<http://webct.hawaii.edu>

ATTENDANCE/CHANGES IN REGISTRATION

Prompt and regular attendance is expected of each student, especially since this class meets only once a week. Those who are late or miss class are still responsible for obtaining **from classmates**, notes on the material and/or assignments covered in class. Students are responsible for any change in registration such as adding/dropping, or withdrawing from the course. Refer to the Schedule of Classes for all deadlines and registration information.

GRADING SCALE

A standard scale will be used to determine final course grades. The scale is as follows:

A: 90 - 100 points C: 70-79 points F: 0 - 59 points
B: 80-89 points D: 60 - 69 points

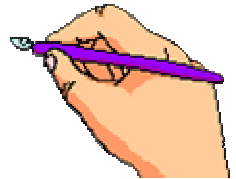
ASSIGNMENTS & EXAMINATIONS

Evaluation Items	Points Possible	Write Your Total Here
Journal Checks	Total: 50	
Check 1	10	
Check 2	10	
Check 3	10	
Check 4	5	
Check 5	5	
End-of-semester check	10	
Presentation	Total: 5	
Employer Profile	5	
Short essays	Total: 10	
Essay 1: Ethics	5	
Essay 2: Reflection	5	
Employer's Evaluation	Total: 35	
Midterm Evaluation	10	
Final Evaluation	25	

No extra credit assignments will be given.

ASSIGNMENT POLICIES

Assigned projects must be submitted directly to the instructor by the beginning of the class session in which they are due. Some assignments will be submitted electronically. Late assignments will be assessed a penalty of one point **per class session**. Waiver of this penalty is possible in extenuating circumstances, which are beyond the control of the student, e.g., illness, and death in the family. Documentation of such circumstances may be requested. No assignments will be accepted after the last day of class.



Cheating & plagiarism on any assignment is unacceptable and will result in an "F" for ALL parties involved.

Interns are required to maintain a journal of experiences with entries for each of the 15 weeks, including dates and times of activities as well as observation of the work environment. Include a section for a total of hours worked. At the end of the semester, all hours must be totaled and noted at the end of the journal. Journals and a Journal Log Sheet must be submitted for evaluation during the semester and at the end of the semester.

OTHER POLICIES

Class will begin ON TIME. Tardiness and absences may impede your success in this class.

To get the most out of your classroom experience, set your personal pagers and cellular phones to vibrate mode or turn them OFF.

If you have a disability and have not voluntarily disclosed the nature of your disability and support that you need, you are invited to contact the Special Student Services Office, 734-9552, `Ilima 103 for assistance.