

Intnshp - Comp Sys Netwkg and

ITNW-2388

Spring 2019 Section 305 CRN-24581 3 Credits 01/14/2019 to 05/09/2019 Modified 01/23/2019

Meeting Times

Discussion

Wednesday, 9:00 AM to 9:50 AM, Student Center 241

Contact Information

Instructor: Major Robert Carl Nelson II

Email: rnelson@blinn.edu

Office: F242

Phone: 979-209-7430

Website: <http://cit.blinn.edu> (<http://cit.blinn.edu>)

Office Hours

Wednesday, 8:30 AM to 9:00 AM, Student Center 242

Make an appointment to ensure I stay aboard.

Description

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

9 external hours per week; 144 total contact hours. Credit: 3 semester hours.

Requisites

Prerequisite: Approval of Dean or designee

Core Curriculum Statement

This course is not a core curriculum course.

Outcomes

Upon successful completion of this course, students will:

1. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.
2. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal

communication skills using the terminology of the occupation and the business/industry.

Materials

The Career Tool Kit: Skills for Success

Author: Carol Carter & Gary Izumo

Publisher: Pearson

Edition: Fourth

ISBN: 978-0-13-218053-5

Availability: Campus Bookstore

Flash Drive

USB Flash Thumb Drive

Course Requirements

Students should maintain at least a 70% average on all course work.

Evaluation

Unless otherwise notified, final grades will be calculated on a 1000 points basis as described below:

Criteria

Type	Weight	Topic	Notes
Chapter Assignments	300 Points		
Report	30 Points		Employee/Employer Forms
Report	30 Points		Goals for student during internship
Report	30 Points		Company History
Report	60 Points		Sexual Harassment Training
Report	30 Points		Community Involvement Project
Report	100 Points		Resume Portfolio
Report	250 Points		Employer Performance Appraisal/Time sheets
Report	150 Points		Final Work Report
Admin	20 points		Assignment 0 and Course Evaluation

Types of evaluations and related weights

Breakdown

- A [90, 100] Exceptional knowledge of the material covered
- B [80,90] Above average knowledge of the material covered
- C [70,80] Average knowledge of the material covered
- D [60,70] Less than average knowledge of the material covered
- F [0,60] Very little knowledge of the material covered

Blinn College Policies

All policies, guidelines, and procedures in the [Blinn College Catalog \(http://catalog.blinn.edu/\)](http://catalog.blinn.edu/), [Blinn College Board Policies \(http://pol.tasb.org/Home/Index/1204\)](http://pol.tasb.org/Home/Index/1204), and the [Blinn College Administrative Regulations \(https://www.blinn.edu/administrative-regulations/\)](https://www.blinn.edu/administrative-regulations/) are applicable to this course.

[Specific information on civility, attendance, add/drop, scholastic integrity, students with disabilities, final grade appeal, alternative retailers, campus carry and proctoring arrangements and cost. \(http://www.blinn.edu/syllabus-policies/\)](http://www.blinn.edu/syllabus-policies/)

Notice of any action taken under these protocol and procedures, by Blinn College or its employees, may be delivered by hand, through the U.S. Postal Service, or electronically to the student's Blinn Buc e-mail account. Notice shall be deemed received upon actual receipt, on deposit in the U.S. Mail, or upon entering the information processing system used by Blinn College for Blinn Buc e-mail accounts, whichever first occurs.

* Course Policies

[Student Email, Exam Review Procedures, Deadlines for Assignments and Labs, Make-up Policy, Reading and Research, Lab Hours and Decorum, Removable Hard Drives, Professional Disclaimer, and Learning Activities](#) are found [here](#).

Schedule

When	Topic	Notes
Discussion Week 1 Student Center 241	Orientation	1 Contact Hour
Discussion Week 2 Student Center 241	Finances Short Term	1 Contact Hour
Discussion Week 3 Student Center 241	Finances Long Term	1 Contact Hour
Discussion Week 4 Student Center 241	Career Planning	1 Contact Hour
Discussion Week 5 Student Center 241	Career Monitoring	1 Contact Hour
Discussion Week 6 Student Center 241	Education	1 Contact Hour

When	Topic	Notes
Discussion Week 7 Student Center 241	Training	1 Contact Hour
Discussion Week 8 Student Center 241	Resume Documentation	1 Contact Hour
Discussion Week 9 Student Center 241	Resume Online	1 Contact Hour
Discussion Week 10 Student Center 241	Interview Preparation	1 Contact Hour
Discussion Week 11 Student Center 241	Interview Conduct	1 Contact Hour
Discussion Week 12 Student Center 241	Interview Follow-up	1 Contact Hour
Discussion Week 13 Student Center 241	Volunteering	1 Contact Hour
Discussion Week 14 Student Center 241	Civic Duty	1 Contact Hour
Discussion Week 15 Student Center 241	Future Plans	1 Contact Hour
Discussion Week 16 Student Center 241	Wrap-up	1 Contact Hour Total 16 Contact Hours