

College of Computer and Information Technology
Student Internship Checklist
Computer Information Technology A.S. Degree
CIT – AS

CIS 2940 COMPUTER INFORMATION TECHNOLOGY INTERNSHIP - 3 credits

This course gives you a “real world” experience with major-related, supervised and evaluated practical work experiences which can be paid or voluntary. You are graded on documented learning you gain through hands-on experience in a work setting. You must work at least 180 on-the-job hours for the 3 credit internship course.

- Complete the internship prerequisite courses below.
- Attend a Pre-Internship Workshop facilitated by your Internship Coordinator or complete the following [Career-Ready Preparedness](#) workshops and submit quiz results: Resume Exposure, Interview Preparation, Growing Connections, and How to Get Hired.
- Complete the [Internship Application](#) and upload an *employer-ready resume* to Optimal Resume before the [application deadline](#).
- Complete a background check.
- Begin your Internship search after receiving approval from your Internship Coordinator.
- Inform your Internship Coordinator when you secure your internship and provide the Internship Coordinator with a position description.
- Once your placement is approved, the CCIT department will register you for the internship course.
- Attend the Internship Orientation.

The following courses must be completed with a “C” or better prior to applying for an internship:

Support Courses

	CGS 1831 Web Foundations/Essentials	3
	CNT 1000 Local Area Network Concepts	3
	CTS 1120 Introductions to Network Security Foundations	3
	COP 1000 Introduction to Computer Programming	3

Major Courses

	CGS 1515 Spreadsheet Techniques and Programming	3
	CGS 1545 Access Database Techniques	3
	CET 1171C Computer Repair Essentials	3
	CET 1172C Computer Support Technician	3