

MASTER COURSE OUTLINE

A. CPRO 2610 Internship

B. COURSE DESCRIPTION:

The internship includes practical, on-the-job experiences in a technology field. The student has the opportunity to apply the principles and knowledge learned in Computer Technology classes. The student will perform 32 hours of internship experience. Internship sites must be approved by the program advisor.

(1Cr – 0 lect, 1 lab)

C. ****Core Theme: Ethical and Civic Responsibility and Critical Thinking**

D. MAJOR CONTENT AREAS:

- Participate in an internship to gain first-hand experience in student chosen field
- Apply computer technology knowledge, skills, and concepts learned in the classroom
- Maintain confidentiality requirements
- Demonstrate initiative, courtesy, time management, dependability, and a professional attitude
- Follow company policies and procedures, safety guidelines, and training requirements

E. GOAL TYPE, OBJECTIVES AND OUTCOMES:

<u>GOAL TYPE</u>	<u>OBJECTIVES</u> Students will be able to	<u>OUTCOMES</u> The student will successfully
**<u>Ethical and Civic Responsibility</u>	analyze and reflect on the ethical dimensions of legal, social, and scientific issues.	<ol style="list-style-type: none"> 1. examine and follow company policies and procedures. 2. demonstrate and apply courtesy and respect of supervisors, coworkers, and customers.
<u>CS</u>	apply effective communication skills.	<ol style="list-style-type: none"> 1. use professional communication skills 2. accept and positively apply constructive feedback from internship site supervisor, program advisor, and coworkers.
<u>CS</u>	demonstrate professionalism.	<ol style="list-style-type: none"> 1. complete internship in professional manner in areas of loyalty, ethics, cooperation, and dress.
<u>CS</u>	develop workplace human relation skills.	<ol style="list-style-type: none"> 1. cooperate and contribute in team projects.

		2. practice collegial working relationships.
<u>CS</u>	apply computer skills.	1. demonstrate application software knowledge to assigned tasks.

F. SPECIAL INFORMATION:

AFFIRMATIVE ACTION: Riverland Community College is an affirmative action, equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities, consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

ACCESSIBILITY INFORMATION: In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to reasonable accommodations. Please notify the instructor or Student Success Center during the first week of class of any accommodations needed for the course. This information will be made available in alternative format, such as Braille, large print, or cassette tape, upon request.

TECHNICAL SKILLS REQUIREMENT: Ability to use current application software; create and format documents; download, save and upload assignment files; manage assignment files; send and receive e-mail from College e-mail account; conduct Internet research, and use of a course management software program.

G. COURSE CODING INFORMATION: Course Code I/Class Maximum 30; Pass/No Credit

Revision date: 04/05/16

AASC Approval date: 05/03/16

*Riverland Community College Disciplines	MnTC Goal Number
Communication (CM)	1
Natural Sciences (NS)	3
Mathematics/Logical Reasoning (MA)	4
History and the Social & Behavioral Sciences (SS)	5
Humanities and Fine Arts (HU)	6

**Riverland Community College Core Themes	MnTC Goal Number
Critical Thinking (CT)	2
Human Diversity (HD)	7
Global Perspective (GP)	8
Ethical and Civic Responsibility (EC)	9
People and the Environment (PE)	10

*These five MnTC Goals have been identified as Riverland Community College Disciplines.
** These five MnTC Goals have been identified as Riverland Community College Core Themes. NOTE: The Minnesota Transfer Curriculum “10 Goal Areas of Emphasis” are reflected in the five required discipline areas and five core themes noted in the Riverland Community College program of study guide and/or college catalog.

Riverland