COURSE TITLE: Internship In Computer Engineering Technology  
COURSE NUMBER: CET 1941

COURSE DESCRIPTION (with prerequisites):
Supervised, practical work experience in an appropriate business, industry, government agency, or institution which relates to the Computer Engineering Technology field of study. A minimum of 45 clock hours on the job is required for each semester hour of credit earned. 1-3 semester hours credit. May be repeated for a maximum of 3 semester hours credit. Prerequisites: 15 semester hours of credit toward an AA or AS degree in Computer Engineering Technology or a related field; interview with course instructor or program coordinator.

NAME(S) OF INSTRUCTORS:
Dean Giles, Workforce Development Building “O”, Room 102A, Gilesd@chipola.edu, (850) 718-2392, B.S. degree Electrical Engineering & CompTia Network+ Certified. Lab and office hours are posted in the display case outside the computer lab.

EFFECTIVE ACADEMIC YEAR:
2011-12

REQUIRED TEXTBOOKS AND INSTRUCTIONAL SUPPLIES:
None

GRADING POLICY:
The standing of a student in each course is expressed by one of the following letters and corresponding grading system:
A – 90 – 100
B – 80 – 89
C – 70 – 79
D – 60 – 69
F – 59 or less
The Chipola Catalog provides policies and procedures regarding the grading system. A student’s Grade Point Average is derived from the grading system/quality point scale.

ATTENDANCE AND WITHDRAWAL POLICIES:
Chipola College expects regular attendance of all students. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor. Chipola policy allows each instructor to specify in the Instructor First Day
Handout whether or not an absence is excusable and what affect the absence or tardy may have on the grade.

A student is allowed to repeat a course a maximum of three (3) times. **On the third attempt a student (1) must bear the full cost of instruction (unless waived by Student Services), (2) cannot withdraw, and (3) must receive a grade.**

**MAKE-UP POLICY:**
Chipola allows each instructor to specify in the Instructor First Day Handout the makeup policy.

**ACADEMIC HONOR CODE POLICY:**
Students are expected to uphold the Academic Honor Code. Chipola College’s Honor Code is based on the premise that each student has the responsibility to (1) uphold the highest standards of academic honesty in his/her own work; (2) refuse to tolerate academic dishonesty in the college community; and (3) foster a high sense of honor and social responsibility on the part of students. Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

**STUDENTS WITH DISABILITIES POLICY:**
Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola’s goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment. Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

**LIBRARY AND ON-LINE REFERENCE MATERIALS:**
The library is a comprehensive learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. On-line catalogs, e-books and electronic databases can be accessed by using the LINCCWeb icon on the Chipola Library website at www.chipola.edu/library. If you have questions about database usage consult the “How to Use the Chipola Databases” on the Library website or call the Library at 850/718-2274 during regular hours. Library hours are posted each semester at the building entrance and on the Library website. See your Instructor First Day Handout for individual instructor recommendations and resources.

**TECHNOLOGY RESOURCES:**
The Information Technology Center, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance and on the Library website. The **ACE Lab**, located in Building L, is available for tutoring and is equipped with computer workstations. Lab hours are posted each semester at the room entrance. The college’s learning management system is **Desire 2 Learn (d2l)**. Classes become available on d2l on the first day of the semester. It is the student’s responsibility to log onto the d2l system the first day of class to establish the first day of
attendance and to check announcements. For further information, contact your instructor or the Director of Online Learning.

**ELECTRONIC DEVICE USAGE:**
All electronic devices such as cell phones, beepers, pagers, and related devices are to be silenced prior to entering classrooms and/or laboratories to avoid disruption. Should it become necessary for a student to leave his/her “device” on to send or receive an emergency call and/or text message, the student must inform the instructor prior to class. If the student finds it necessary to send and/or receive an emergency call and/or text message during class/lab time, he/she is instructed to take all books and belongings and step outside the classroom to deal with the situation. To minimize classroom disruption and the distraction to classmates, the student will not be permitted to reenter the classroom during that class period. Any time a test is being administered, all such devices must be turned off and put away. If a device is seen or heard during an exam, a score of zero will be given for that exam. Initial and repeated infractions may result in disciplinary action.

**DISCIPLINE SPECIFIC COMPETENCIES / LEARNING OUTCOMES:**
CET 1941 is not a General Education core course. It is designed to enable students to meet specific competencies in computer science and information technology-related fields of study.

**LINKING COURSE-LEVEL STUDENT LEARNING OUTCOMES WITH DISCIPLINE-SPECIFIC COMPETENCIES, ASSESSMENT METHODS, AND ARTIFACTS**

<table>
<thead>
<tr>
<th>COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR CET 1941</th>
<th>DISCIPLINE-SPECIFIC GENERAL EDUCATION COMPETENCIES</th>
<th>ASSESSMENT METHODS FOR COURSE LEVEL STUDENT LEARNING OUTCOMES</th>
<th>LEARNING ARTIFACTS FOR AA PROGRAM ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic workplace skills—attendance, punctuality, cooperation, etc.</td>
<td>NS1 This course is not a General Education core course. It is designed to enable students to meet specific competencies in Networking Services Technology as identified in the State of Florida.</td>
<td>SD</td>
<td>Intern.</td>
</tr>
</tbody>
</table>
CET 1941 is not a General Education core course, but is a required course in the area of Networking Services Technology. The program is designed to prepare students for employment as computer operators and computer electronic technicians or in related occupations in computer systems, or to provide supplemental training for training for persons previously or currently employed in these occupations.

**CONFERENCES AND ASSISTANCE**
Students are welcomed and encouraged to come to my office to talk over any problems they may have in this course. Students needing assistance should contact either the lab assistant or instructors.

**LAB STATION EQUIPMENT**
The equipment you will use is rugged and reliable. However, with abuse or misuse, it will malfunction and become inoperable. Be careful and have the instructors/lab assistant demonstrate the use of the equipment before using it for the first time. Read all instructions carefully and ask questions prior to use.
Keep your lab area clean and orderly while performing assignments. Return all equipment/lab components to their proper storage area before departing at the end of the day.

**SAFETY: REMEMBER!**
Practice safety at all times while constructing, analyzing and troubleshooting. If you observe a hazard in the lab areas notify the instructor or lab assistant immediately. Have the instructor/lab assistant point out locations of the emergency exit doors and fire extinguishers.
If an accident of any type occurs, regardless of how trivial it may seem, notify the instructor or lab assistant immediately.

**RETAKE OF COURSE:**
This course is subject to updates due to industry requirements. Students will be required to retake courses if acquired credit is five years old or authorization of instructor.
**ATTENDANCE:**
Individual class hours/days will be arranged with the instructor. You are expected to be on time and attend regularly scheduled lectures and labs. Students are required to clock in and out when arriving and leaving the classroom. NOTE: Failure to attend class will affect your grade and may be detrimental to your student grant/loan. Unexcused absences and work not made up will be considered zeros and averaged in your grade.

**CLASS BREAKS:**
When students are not on an excused break by the instructor, they are expected to be working on assigned tasks.

**STUDENT RESPONSIBILITIES:**
Students are expected to understand and follow all school rules and policies. Students are responsible for class, lab, shop and equipment care. Students are responsible for maintaining proper industry work habits and conduct.
Shop cleanup is the responsibility of all students and will be conducted on a weekly basis.

See chart this syllabus.

**ASSIGNMENT AND/OR COURSE OUTLINE**

See your Instructor First Day Handout for individual instructor assignment schedule.