Bossier Parish Community College
Master Syllabus

Course Prefix and Number: CIS 298
Credit Hours: 3-3-0

Course Title: Computer Information Systems Internship

Course Prerequisites: 15 CIS/CIT hours OR Permission of the Instructor

Textbook(s): None

Course Description: Real world experience at companies which employ individuals in the areas of Computer Information Systems.

Learning Outcomes:
At the end of this course, the student will:
   A. document duties performed on the job;
   B. demonstrate soft skills;
   C. demonstrate job preparedness; and
   D. explain ethics.

To achieve the learning outcomes, the students will or will be able to:
(The letter designations at the end of each statement refer to the learning outcome(s).)
   1. create a portfolio of job experiences; (A)
   2. interact appropriately with instructor, students, and employer supervisor; (B)
   3. participate in a mock interview; (B, C)
   4. create résumé; (C)
   5. create complete LinkedIn Profile; (C)
   6. define ethics; (D) and
   7. discuss ethical concerns (D).

Course Requirements:
   1. Achieve a course average of 70% or above.
   2. Each student is expected to attend classes regularly; excessive unexcused absences constitute grounds for suspension (refer to the student handbook for attendance policies).
   3. Students must have access to a Windows computer, Microsoft Office 2016, and the Internet to complete the assignments. Computer, software, and the Internet are available to students on campus during scheduled computer lab times and in the Learning Commons located in the BPCC Library.

Course Grading Scale:
Pass/Fail

Attendance Policy: The college attendance policy is available at http://www.bpcc.edu/catalog/current/academicpolicies.html

Revised: 9/26/2018
Course Fees: N/A

Nondiscrimination Statement: Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

COORDINATOR FOR SECTION 504 AND ADA
Angie Cao, Student and Disability Services Specialist
Disability Services, F-254
6220 East Texas Street
Bossier City, LA 71111
Phone: 318-678-6511
Email: acao@bpcc.edu
Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Equity/Compliance Coordinator
Teri Bashara, Director of Human Resources
Human Resources Office, A-105
6220 East Texas Street
Bossier City, LA 71111
Phone: 318-678-6056
Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.