DAKOTA COLLEGE AT BOTTINEAU

COURSE SYLLABUS

Course Prefix/Number/Title: CIS 297 Internship

Number of Credits: 1-3

Course Description: An internship is required of most AAS programs. This course is available to AA and AS students as well. The students combine course learning with practical, professional work experiences in their chosen field of study. The employer does an evaluation of the work experience; the faculty advisor supervised the students; the students are required to complete a project assigned by the faculty advisor. A minimum of 40 hours of work is required to earn one credit. A grade of satisfactory/unsatisfactory is given by the faculty.

Pre-/Co-requisites: Minimum 2.0 GPA, Instructor Approval

Course Objectives: Students combine course learning with practical, professional work experiences in their chosen field of study.

Instructor: Trisha Haman

Office: Dakota College Downtown, 120 East Burdick Expressway - Minot

Office Hours: 9:00-10:00 MWF; noon-1:00 T, Th; virtual or office appointments available M-F between 2:00-4:00, as needed

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Lecture/Lab Schedule: By Arrangement

Textbook(s): None

Course Requirements: Obtain relevant work experience which is mutually agreed upon by the student, instructor and employer. Description of Assignment/Assessment: Work Experience: Students must work a minimum of 45 hours in an approved work environment to earn one credit. Placement sites must be approved before registration. The student is responsible for submission of completed internship paperwork. Tentative Course Outline: To be determined depending on availability with placement sites and student schedule.

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s): Employs industry specific skills in preparation for workplace readiness. Learning Outcome #1: Promote and facilitate the effective integration of technology in both professional and personal use. Learning Outcome #3: Create, organize, distribute and store information. Learning Outcome #4: Employ sound problem-solving skills.

Relationship to Campus Focus: The course focuses on knowledge and application of technology. An internship relates to the application of knowledge and technology because it bridges classroom learning with real-world practice. In school, you gain theories, concepts, and technical skills. During an internship, you apply that knowledge in a professional setting, using actual tools, software, and problem-solving methods. It also helps you develop workplace skills like communication, teamwork, and adaptability, which can’t be fully learned from books alone.

Classroom Policies: Please be respectful to others and in your communications. All work turned in is expected to be original. Please keep cell phones silenced and put away when working with other students and professionals.

Student Email Policy:
Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the Campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Academic Integrity:
According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

Disabilities or Special Needs:
Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

Title IX:
Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.

AI Student Policy:
Unless otherwise indicated in the course syllabus, or in individual instructions for course assignments, or in the absence of the express consent of the course instructor, students are not allowed to utilize generative AI to help produce any of their academic work. Any violation of this policy will be considered an act of academic dishonesty as outlined within the Dakota College Code of Student Life.

RESPONSIBILITIES

Students	• Responsible to follow the syllabus and assignment instructions regarding use of generative AI for all academic work. • Obtain permission of the instructor prior to the use of generative AI that is outside of the syllabus or assignment instructions. Provide appropriate rationale for how the use of generative AI will enhance the learning experience for the assignment. • In instances where generative AI is permissible, appropriately cite the generative AI program used and indicate where in the assignment it was used, in a brief submission statement.

Faculty	• Determine if the use of generative AI could enhance student learning in any assignment of project. • Clearly indicate in all course syllabi if generative AI is allowable for any academic work. • If allowable, give specific parameters for how and when generative AI may be used. • If a violation of generative AI for the individual course/syllabus is suspected, discuss the concern with the student. If violation is still suspected, inform the appropriate semester coordinator/program director.