

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.

Before you are enrolled in the internship course, you must meet the following internship requirements:

- Complete at least 45 credits towards the degree.
- Complete the program courses below and their prerequisites.
- Complete at least 15 credits of the General Education requirements for the program.
- Complete the [Internship Application](#) before the [application deadline](#).
- Secure an internship related to your major
- Submit internship placement details using [this form](#).

Once your placement is approved, the CCIT department will register you for the internship course.

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

**Major Core Courses**

CGS 1515	Spreadsheet Techniques and Programming	3
CNT 1000	Local Area Network Concepts	3
CGS 1545	Access Database Techniques	3
COP 1000	Introduction to Computer Programming	3
CET 1172C	Computer Support Technician	3
CTS 1120	Introductions to Network Security Foundations	3
CGS 1831	Web Foundations/Essentials	3

**For support locating an internship:**

- Send your resume to your campus [Career Readiness Navigator](#) for review
- Complete your profile in [HireSPC Titans](#) (See [tutorial](#) on How To)
- Complete the following [Career-Readiness](#) workshops: [Resume Development](#), [Interview Preparation](#), [LinkedIn](#), and [How to get hired](#).
- [Contact Career Services](#) on your home campus