



**Cyber Information Technology
Internship Handbook**

Revised April 2009

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Introduction

This handbook was written to answer basic questions, regarding the Cyber Information Technology (CIT) internship and to establish a set of standards that can be easily read and followed. The information in this handbook is intended to provide each student with the knowledge of the intent and expectations of the program for which he/she is enrolled. All internship students are expected to read, understand, and adhere to the contents of this document. This Handbook is not intended to replace the BPC Catalog or Student Handbook.

Mission Statement

The mission of the Division of Cyber Information Technology is to provide quality education in the classroom to Northwest Louisiana citizens in the disciplines of networking, network security, programmer-analyst, systems administration, web analyst programmer, and help desk support to enable our students to be successful when working with cyberspace technology.

Program Learning Outcomes

Recipients of the **Associate of Applied Science in Information Network Security Specialist** will have demonstrated

1. clarity in verbal and written communication to accurately convey technical information and to critically read and interpret technical literature;
2. the ability to critically analyze and solve real world security issues understanding the legal and ethical concerns;
3. mastery in security awareness and network threats enabling graduates to critically analyze and react to new developments in their field;
4. the utilization of mathematics to collect, analyze and interpret technical data collected through investigation and experimentation; and
5. an application of computer networks and firewalls to gain hands-on experience.

Recipients of the **Associate of Applied Science in Information Network Specialist** will have demonstrated

1. clarity in verbal and written communication to accurately convey technical information and to critically read and interpret technical literature;
2. the ability to critically analyze computer network installation, maintenance, management and enhancement;
3. working knowledge in local area networks, wide area networks, servers and other end-user devices enabling graduates to critically analyze and react to new developments in their field;
4. the utilization of mathematics to collect, analyze and interpret technical data collected through investigation and experimentation; and
5. an application of software responsibilities for managing software, security, and user accounts to gain hands-on experience.

Recipients of the **Associate of Applied Science in Information Programmer-Analyst** will have demonstrated

1. clarity in verbal and written communication to accurately convey technical information and to critically read and interpret technical literature;
2. the ability to critically analyze the use of mainframe computers in conjunction with web and server applications;
3. working knowledge by learning relevant computer languages to enabling graduates to critically analyze and react to new developments in their field;
4. the utilization of mathematics to collect, analyze and interpret technical data collected through investigation and experimentation; and
5. an application of computer web server and programming applications to gain hands-on experience.

Recipients of the **Associate of Applied Science in Information Systems Administration Specialist** will have demonstrated

1. clarity in verbal and written communication to accurately convey technical information and to critically read and interpret technical literature;
2. the ability to critically analyze and solve real world client and server system issues;
3. working knowledge in multiple operating system environments enabling graduates to critically analyze and react to new developments in their field;
4. the utilization of mathematics to collect, analyze and interpret technical data collected through security investigation and experimentation; and
5. an application of networking and systems integration to gain hands-on experience

Recipients of the **Associate of Applied Science in Web Analyst Programmer** will have demonstrated

1. clarity in verbal and written communication to accurately convey technical information and to critically read and interpret technical literature;
2. the ability to critically analyze and solve real world user interaction;
3. working knowledge in learning relevant computer languages enabling graduates to critically analyze and react to new developments in their field;
4. the utilization of mathematics to collect, analyze and interpret technical data collected through security investigation and experimentation; and
5. an application of web and computer programming applications to gain hands-on experience.

Recipients of the **Certificate of Technical Studies in Help Desk Support** will have demonstrated

1. clarity in verbal and written communication to accurately convey technical information and to critically read and interpret technical literature;
2. the ability to critically analyze and solve real world technical support issues understanding the legal and ethical concerns;
3. mastery in installing, configuring, and troubleshooting software and hardware enabling graduates to critically analyze and react to new developments in their field;
4. the utilization of mathematics to collect, analyze and interpret technical data collected through investigation and experimentation; and
5. an application of basic networks, repairing workstations and performing upgrades in a hands-on experience.

Faculty

Program Director:

Web Analyst – Programmer
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Financial Aid Note

Please be advised that completing all coursework prior to internship, as outlined in the regular ADP, will affect federal financial aid status. Although Bossier Parish Community College considers internship to be half-time, federal regulations state that at least 6 credits must be taken per semester to receive half-time status. Please consult with Financial Aid with questions regarding student loans.

General Description

The school internship is a planned, field-based experience where a student works with clients under supervision. In general, students begin their internships in the second year of the degree program.

The intern and site supervisor will work in collaboration on the site. The site supervisor is to meet periodically with the intern for individual supervision. The faculty internship supervisor will visit the site at least once and meet with the site supervisor at their mutual convenience or make contact by phone if distance prevents a meeting. The faculty supervisor will meet with the student at the scheduled class time to provide supervision and instruction.

Rationale

During the internship experience the intern's status gradually shifts from that of a student to that of a pre-professional. Since about half of the student's coursework has been completed by this time, an intern can contribute to the cooperating agency by assisting its staff in carrying out many of the normal activities of the agency. The internship experience will provide the following benefits to the student:

- a. Application of theories and techniques learned in an academic setting to a professional setting,
- b. Development of personal qualities, characteristics, and behaviors, and
- c. Transition from "trainee" to "professional"

Process for beginning an Internship

- 1) In order to begin internship, you must first have successfully completed the required coursework. Additionally, if you are beginning an Internship, you must have completed at least three quarters of the hours required for your degree if you are pursuing an associate degree and at least half of the hours required for your degree if you are pursuing a certificate. In addition, you must receive faculty approval into the internship program prior to the commencement of your Internship. All handbooks, forms, and evaluations are available on the CIT blackboard site for your reference. You will have permission to view this blackboard site once you are accepted in the Internship class. Students are expected to download these documents and be familiar with them.
- 2) If you are planning on beginning Internship, you must attend a mandatory meeting during the semester prior to beginning your field placement, or in the spring semester if you are planning on beginning in the fall. These meetings will be announced via email and flyers, so be sure to look for this information. It is the student's responsibility to read his or her emails in order to be informed of these mandatory meetings. Even if you have attended a meeting in the past, you are required to attend another one in the semester prior to beginning your field experience because some of the policies and paperwork may have been modified.

- 3) If you are not able to attend the mandatory meeting, it is your responsibility to notify the Field Placement Coordinator in advance, who will make a decision on whether or not to approve your absence. If the absence is approved, you will meet individually with the Field Placement Coordinator. If the absence is unapproved, you will be required to go through a remediation process and this may result in at least a one semester delay in the program.
- 4) Student must first complete all initial paperwork before they begin to look for a site. These items are specified on the Internship Checklist for Students, see page 20.
- 5) Once the Field Placement Coordinator has all of the above paperwork, students may then indicate in writing to the Field Placement Coordinator his/her choice of placement. If desired, the student may indicate location in which he or she is interested, with the understanding that there is no guarantee that this placement will be secured.
- 6) Once the Field Placement Coordinator receives the student's request in writing, she or he will write a letter to the location requesting the placement. The location will place the student and respond to the Field Placement Coordinator with the placement and contact information. The Field Placement Coordinator will then relay this information to the student, who will be responsible for contacting the site coordinator with whom they have been placed and setting up a time to meet with them to have the contract signed and the schedule determined.
- 7) You will not be allowed to register for Internship until all paperwork is complete and a signed contract has been turned in to the Field Placement Coordinator. Your completed, signed contract must be turned into the Field Placement Coordinator by the last day of the first week of classes, the semester in which you will begin internship. Once you have been assigned a placement, the Field Placement Coordinator will notify the Registrar, who will register you for Internship. You can not count hours toward internship until a signed contract has been submitted.

Basic Requirements

Course Prerequisites for Internship are that you must have completed at least three quarters of the hours required for your degree if you are pursuing an associate degree and at least half of the hours required for your degree if you are pursuing a certificate. In addition, you must receive faculty approval into the internship program prior to the commencement of your Internship.

To be adequately prepared for Internship, the student must have passed the required degree courses with a minimum grade of "C" or "P", as applicable, **before beginning an internship**. These courses will vary depending on which program you are enrolled in. Please consult your Student Catalog. In addition students cannot currently be on Academic Probation when applying for or in the Internship program.

Background Checks

Background checks are a required prerequisite for some internship placements. Student consent is required to have a background check performed for the results to be shared with school administration, faculty, and affiliates. Any and all findings will be released to the above named parties. Although positive findings do not immediately interfere with the student's standing in the program, the findings will be released to the affiliate and it is the affiliate's decision to permit a student to perform in their facility.

Should a student be unable to complete all required rotations or assignments due to refusal of an affiliate to accept the student, the student may be unable to complete the course and may ultimately be unable to complete the program.

Attendance

Students are required to attend all classes as scheduled. In the event of illness or emergency the student is required to notify the coordinator. Failure to follow this procedure will result in disciplinary action as described in the policy.

Students who are tardy are considered absent and the same procedure and policies apply.

Students should be aware that if employment interferes with attendance and participation in classes these absences will be unexcused and students will be subject to disciplinary action or dismissal from the program.

1. Attendance will be checked at every meeting with the instructor, coordinator, and program director.
2. When a student has accumulated two weeks of absences, excused or unexcused, they may be subject to suspension according to BPCC policy.
3. Tardiness of 5 minutes or more is counted as an absence. Students are encouraged to be at each meeting, and class at least 15 minutes early.
4. All absences due to mandatory military exercises, illness, and jury duty are excused. Illness will be excused with a note from the doctor. Official documentation must be provided for military exercises and jury duty. All hours and coursework must be made up.
5. If a student disagrees with a suspension, he or she may discuss the action first with the coordinator, then with the program director and division dean. The student may then appeal to the Academic Admission and Appeal Committee, providing a letter of appeal with an explanation of the reason for the appeal and the appropriate signatures.

Student Identification

While in at the intern location students must display facility appropriate identification as specified by the site such as a hospital issued ID badge or BPCC issued student ID card. Students must return this security badge/card to the program director by a specified date. Failure to submit the badge/card will result in the immediate release of the student's name to Bossier Parish Community College's Office of Student Services. A "Hold" will be placed on the student's file preventing the release of the student's records. This will interfere with graduation, registration, or obtaining a copy of official transcripts (transferring to another school). If a "Hold" is placed for this reason, it will be removed once the security badge/card has been returned to the Program Coordinator.

Student Academic Integrity

Students should be aware of the Student Academic Integrity policy described in the *Student Handbook* and that if the policy is violated, they will be subjected to disciplinary sanctions listed in the *Student Handbook*.

Counseling Center Referral

The Counseling Center at Bossier Parish Community College provides academic support, career counseling, and personal counseling. The staff strives to make the students their number-one priority. The mission of The Counseling Center is to provide professional counseling services to BPCC students which will assist in their adjustment to college life, intervene and assist in personal crises, and facilitate academic success which in turn translates into positive career and life experiences.

Counseling services are provided at no cost to currently enrolled BPCCC students. The Counseling Center is in building F, room 250. Students may schedule appointments by calling or visiting the Counseling Center at 318-678-6005. The Counseling Center's hours are 8:00 a.m. to 4:30 p.m., Monday through Friday (closed during holidays).

The Counseling Center staff abides by ethical standards and state and federal law. Any information that you discuss with a counselor is kept confidential and is not a part of your academic or health records. No information will be released to anyone without your written consent. Exceptions to the confidentiality policy include instances in which the client has been assessed to be a danger to self or others, information about elder abuse, child abuse or molestation, or a subpoena issued by a court of law.

Students often experience significant changes in their lives during their college careers. These changes can pose a threat to their academic success. The stress of academic, social, family, and financial concerns can be overwhelming and a student may turn to you for help. Members of the faculty or staff are in a unique position of having direct contact with students. Faculty and staff members may become the main source of support to a student in distress. If a faculty or staff member is presented with an issue that they feel is beyond their knowledge and skill level, they may contact the Counseling Center for consultation and assistance or to refer a student.

BPCCC's Under No Obligation

BPCCC strives to provide the best education for all of its students. The School's attention and compliance with regulatory and accreditation agencies is continuous. However, a student's graduation or completion of a course or program does not ensure a student's ability to successfully pass a national credentialing or certification examination or approval for licensure that may be required. It is the student's responsibility to maintain his/her adequate academic and clinical skill and to further improve them to a mastery level if passing a national credentialing or certification examination is one's goal. It is the student's responsibility to meet the criteria set forth by the licensure board or organization if obtaining a license is one's goal. Graduation or successful completion of a BPCCC course or program only indicates a student has met the minimum requirements set forth by BPCCC and/or its regulatory and accreditation agencies.

Professional Appearance

Students are expected to maintain appropriate attire and demeanor in accordance with BPCCC's policies, rules and regulations with the internship site.

1. Professional lengths are expected. Dresses or skirts should be not shorter than two inches above the knee.
2. No revealing apparel of any kind is acceptable.
3. No extreme styles are permitted.
4. Accessories, including jewelry, must not be excessive and may not be worn at all where hazards exist. Earrings are limited to two per ear. No other pierce jewelry is permitted.

Your internship site may have requirements above this.

Phone Usage

While at the internship site, cell phones and pagers may not be seen or used at all. Ear phones (blue tooth) are not allowed to be worn. Text messaging is not allowed. First infraction will be a verbal warning. Second infraction will be a written warning. Third infraction will result in the Office of Student Services being sent a disciplinary referral with the recommendation to dismiss the

student from the program.

Computer Usage

BPCC encourages and embraces technology and the opportunities for learning it provides. However, students must behave in a manner that is ethical and legal when utilizing the computers, internet, and wireless internet connection at School and at the internship location. Students are only permitted to perform activities that are academic in nature when using these resources. The computer and internet usage is monitored to ensure these resources are not abused. Failure to act in a manner that is ethical and/or legal will result in disciplinary action.

Student Injury

Students are to perform all tasks with safety for employees, staff, faculty, and themselves as priority. However, even in the most cautious environments accidents occur.

BPCC does not have insurance covering injury of a student in a classroom setting. If a student is injured in a classroom, all efforts to obtain care for the student will be made, however, the student will be responsible for any and all costs related to care.

PAID INTERNSHIP AND/OR USING YOUR CURRENT JOB AS THE INTERNSHIP

The internship shall be a *new* and educationally rewarding experience rather than a repeat of previous or current work experience. This generally means that a student's current employment duties at his or her work site will not qualify as an internship.

- A. If a student requests that his/her work site be used for the purpose of internship, the following must be submitted by the site in a letter addressed to the Program Director:
1. How the work the intern is doing fulfills the requirements of the internship,
 2. A written job description of the internship activities, duties, and hours and direct contact time undertaken by the intern to fulfill on-site internship requirements,
 3. A statement regarding dual relationships at the site,
 4. A statement stating that they understand that they are not required to pay the intern for at least the required three quarters of the hours required for your degree if you are pursuing in an associate degree and at least half of the hours required for your degree if you are pursuing a certificate. In addition, you must receive faculty approval into the internship program prior to the commencement of your Internship. Since the internship experience is a graduation requirement, and
 5. A statement stating who the employment supervisor is and who the internship supervisor is (and that they are different).

*****The letter needs to be from the site on site letterhead (NOT from the student) and should be addressed to the Program director. *****

- B. Additionally, the student must submit an Academic Petition stating the reason(s) for the request. The letter and this Petition must be approved before beginning the internship. The program director makes the decision as to the appropriateness of the request.

**SCHOOL INTERNSHIP
POLICY ON SITE CHANGES**

School internship students are expected to remain at one internship site for the entire semester.

Requests for Site Change:

If a site change is necessary, the student must submit to the faculty supervisor a written (typed) request by the end of the 3rd week of the current semester.

The request must indicate that the intern student has a **valid reason and rationale** for a site change. The requests must be specific and must present in detail the reason for the change

Approvals:

The faculty supervisor will investigate the need for a site change and make a decision on the merits of the request as soon as possible.

If the site change is approved, it is the student's responsibility to notify their current internship site supervisor of this change and the date it will go into effect.

**NEW INTERNSHIP CONTRACT REQUIRED WHEN
THERE IS A SITE CHANGE.**

The student is responsible for finding a new site and submitting a new contract. If the change takes place during the semester, the student must continue to attend the internship class.

**No hours on a site can be counted
without a signed contract for that site.**

DISTANCE INTERNSHIPS

Out of area internships are subject to a stringent application process and supervision requirements.

PROCEDURES

- A distance internship is defined as one that is 100 miles or more from the campus where the student is enrolled.
- Arrangements for an out of area internship **must be completed** three (3) months prior to beginning of the internship (This will include a contract signed by the site supervisor). There will be **no exceptions** to this regulation. The application process must begin six (6) months in advance to facilitate the completion of all requirements prior to the three (3) month deadline.
- **All other course work** must be completed prior to beginning the internship and the applicant must meet the prescribed regulations for the internship as indicated in the student's Program Handbook.
- Students must initiate the process by making an appointment with the Faculty Supervisor for Distance Internships six (6) months in advance to discuss the feasibility of a distance internship. The purpose of the meeting is to notify and discuss with the Faculty Supervisor of Distance Internships the intent of pursuing a distance internship.
- After meeting with the Faculty Supervisor for Distance Internships, the student must begin the distance internship candidacy process. The student will gather the required paperwork and information as listed on the distant internship candidacy application. Once paperwork has been gathered, the student should meet with the Field Placement Coordinator to discuss information on details about distance internship and to allow the Field Placement Coordinator to contact the potential site to determine internship suitability.
- The Faculty Supervisor for Distance Internships, in consultation with the student's advisor and faculty, will determine the feasibility on a case-by-case-basis. This determination will be based on the student's academic record, computer technology and skills, ability to work independently, history of timely completion of assignments, access to communication with the site supervisors, and the appropriateness of the internship site.
- The Field Placement Coordinator will notify the student that the candidacy application has been approved and that the Faculty Supervisor for Distance Internships will supervise the student.
- After permission has been granted for a distance internship and **before the 3-month deadline**, the student will secure a contract signed by the site supervisor and will complete all final arrangements for the internship.

INTERNSHIP GOALS AND OBJECTIVES

The School Internships have been developed to provide the student with a closely supervised experience to facilitate further development. The internship experience requires dedication, willingness to experiment with new methods and procedures, assumption of personal responsibility.

Emphasis on various objectives of the internship may vary from one faculty internship supervisor to another. While the following list constitutes the generally accepted objectives of this experience, faculty is encouraged to discuss any additional objectives during the internship meeting sessions.

A. PROGRAM OBJECTIVES

The specific objectives or goals of the internship are to help the intern increase his or her ability to:

- 1) establish rapport and good working relationships with clients and professional staff throughout the internship,
- 2) effectively communicate relevant information to clients,
- 3) recognize personal and professional limitations and make proper referrals that will enhance the nature of the relationship,
- 4) work cooperatively and effectively within setting and initiate appropriate professional relationships with other helping professionals outside the agency as needed, and

B. COURSE PROCEDURES

1. Students will abide by the requirements of the internship in the keeping of hours and meeting appointments, as well as attend supervisor and faculty supervisor scheduled meetings.
2. Students will complete appropriate Mid-Semester and Final Evaluations.

C. EVALUATION

The following will be used in the evaluation of the internship student:

1. Completion of assignments by intern.
2. Site Supervisor's evaluations.
3. Internship faculty supervisor's evaluation of performance.

INTERNSHIP STUDENT'S RIGHTS AND RESPONSIBILITIES

RIGHTS

1. The student has a right to know the criteria for evaluation in the course and to receive progress evaluations from the faculty internship supervisor [instructor] on a regular, systematic basis.
2. The student has a right to know the expectations and procedures of the faculty internship supervisor.
3. The student has a right to expect regular supervision and feedback in the management of cases as scheduled by the site supervisor and professional counseling staff.
4. The student has a right to know the procedure for handling emergencies.
5. The student has a right to ask questions regarding the process and the correct handling of cases.
6. The student has a right to have the internship field experience rules and guidelines explained fully.

RESPONSIBILITIES

1. The student intern is responsible for notifying the Field Placement Coordinator of his/her choice of placement, and, once assigned a placement, for contacting the site supervisor and setting up an appointment to have the contract signed.
2. The student intern is responsible for notifying the faculty supervisor, site supervisor, and Field Placement Coordinator of any changes of address (street, city and state), phone numbers, or schedules affecting on-site contact hours, etc.
3. The student is responsible for turning in (and keeping copies of) all evaluations to the Faculty internship supervisor for their evaluation and assigned grade for the internship experience, who then gives these evaluations to the Field Placement Coordinator to file in the student's file.
4. The student intern is responsible for submitting any request for change of internship site in writing and for following the guidelines outlined in the Site Change Policy.
5. The student intern is responsible, upon assignment at an internship site, for asking the site supervisor about the format, guidelines and procedures staff use for record keeping. The intern student is expected to abide by the required procedures and site requirements.
6. The student intern is responsible for providing clients with a quality experience.
7. The student intern is responsible for promptly keeping appointments. In the event of illness or emergency, the student intern must notify the client, the site supervisor, and the faculty supervisor of any change in appointments.
8. The student intern is responsible for informing the faculty internship supervisor and site supervisor of any problems with cases or client emergencies.
9. The student intern is responsible for requesting additional supervision if needed.

FIELD PLACEMENT COORDINATOR'S ROLE

The Field Placement Coordinator is a SPC staff member primarily responsible for securing potential internship sites and ensuring that the site supervisor has the appropriate qualifications.

DUTIES:

1. Schedule and present two informational workshops (Fall and Spring Semesters) on student internships, including the purposes, expectations, and requirements.
2. Maintain an updated listing of available sites and internship positions in an internship notebook. Maintain a current brochure and pamphlet view book about sites and their services for counseling majors. Students use these notebooks to access information about potential internship sites.
3. Supply site supervisors with guidelines and materials explaining the purposes and expectations of the student internship field experiences.
4. Make initial contact with site supervisors and key personnel to set up internship sites for students.
5. Maintain individual files on intern students' field experiences, including contracts and evaluations for future reference. Following the field experience, the files are placed in the students' alumni file for permanent record.
6. Assist students in preparing and checking resumes and paperwork necessary for field experience application and placement.
7. Counsel students regarding field experiences and inquiries about field sites and requirements.

FACULTY ADVISOR'S INTERNSHIP RESPONSIBILITIES

RESPONSIBILITIES:

1. Review the student's request for internship candidacy and the student's file for any potential concerns.
2. Recommend approval or denial of internship candidacy for student.
3. Offer additional information on appropriate sites or to recommend sites if the student intern has not already decided upon a possible site. Recommend that students look at the internship listing and view the site listing book.

INTERNSHIP FACULTY SUPERVISOR'S RIGHTS AND RESPONSIBILITIES

RIGHTS:

1. The Internship Faculty Supervisor has the right to determine the expectations and requirements of the internship.
2. The Internship Faculty Supervisor has the right to expect the student's regular and punctual attendance in internship classes.
3. The Internship Faculty Supervisor has the right to evaluate the student's performance based on the stated criteria of the internship section in which the student is enrolled.
4. The Internship Faculty Supervisor has the right to determine the assignment and/or reassignment of cases based on the interaction with the Internship Site Supervisor, the student's skill level, and the presenting problem.

RESPONSIBILITIES:

1. The Internship Faculty Supervisor is responsible for clearly stating expectations, requirements, and grading criteria.
2. The Internship Faculty Supervisor is responsible for providing feedback to internship students regarding their skill development and course grade at regular intervals during the semester.
3. The Internship Faculty Supervisor is responsible for informing the intern student, at the earliest possible time, if work is not satisfactory and to detail specific behavioral expectations that can lead to improvement.
4. The Internship Faculty Supervisor is responsible for writing an introductory letter to the site supervisor. Additionally, the Faculty Internship Supervisor will maintain regular contact with field site supervisors, which will include, when possible, at least one on-site visit. When a site visit is not possible, the faculty supervisor assumes the responsibility to facilitate communication between the college and the site.
5. The Internship Faculty Supervisor is responsible for collecting and discussing Student and Site Supervisor evaluations, Internship Hours Log, and, once grades are assigned, for giving them to the Field Placement Coordinator to include in the student's file folder and the Internship Evaluation Notebook.

INTERNSHIP SITE SUPERVISOR'S RESPONSIBILITIES

Responsibilities:

1. The site supervisor is responsible for providing opportunities for the student to engage in a variety of activities under supervision and to evaluate the student's performance.
2. The site supervisor is responsible for providing necessary and appropriate technology that assists with learning.
3. The site supervisor is responsible for completing the Bossier Parish Community College Cyber Information Technology Program evaluation forms.

Internship Checklist for Students

- Read the CIT Internship Handbook and be familiar with its contents. Students are responsible for all information contained in the handbook.
- Attend the MANDATORY Internship Orientation Meeting.

Requests for Summer/Fall school placements must be received by April 15th.
Requests for Spring school placements must be received by November 15th.

Compile the following and meet with your advisor:

- Candidacy Application for Internship
- Transcript (*Students must complete at least three quarters of the hours required for your degree if you are pursuing an associate degree and at least half of the hours required for your degree if you are pursuing a certificate. In addition, you must receive faculty approval to begin the internship.*)
- Consent of Information Release for CIT Internship Assignment (*may vary, depending on assignment*)
- BPC Under No Obligation
- Criminal Background Check Disclosure Form (*if required by assignment*)
- Receive the master syllabus and section information sheet for your internship from your site supervisor.
- Computer Usage

Once your application for candidacy has been approved, you can then request a site – do not contact sites prior to candidacy approval!

Once you have been assigned a site, you will be registered for Internship class. Contracts are due on the last day of the first week of classes the semester of internship.

- Intern Contract (Due by the last day of the first week of classes the semester of internship)
 - Your signature
 - Your site supervisor's signature
 - Field Placement Coordinator's signature

Students can not count any hours at their internship site until a signed contract is received by the FPC.

Students are STRONGLY encouraged to make copies of ALL documents (other than Background checks) prior to turning them into the Field Placement Coordinator. Copies will not be made by the Field Placement Coordinator.



Bossier Parish Community College
Cyber Information Technology

Candidacy Application for Internship for

(Student Name)

The student needs to compile the items listed below and bring them, along with this application, to the Field Placement Coordinator, who will then check off the appropriate boxes.

The student may not begin the internship search process until candidacy is approved by the faculty.

- _____ Transcript
- _____ Completed at least three quarters of the hours required for your degree if you are pursuing an associate degree and at least half of the hours required for your degree if you are pursuing a certificate.
- _____ Internship Handbook Form Acknowledgement
- _____ Criminal Background Check (*on file with Field Placement Coordinator if required*)
- _____ Met with instructor the first week of classes
- _____ Any missing items on the checklist have been addressed and approved, with appropriate, approved Academic Petition(s) attached.

Field Placement Coordinator Signature **Date**

(For Faculty Use Only)

_____ **Letter of Request/Readiness for Candidacy from Student**

Faculty Advisor Signature **Date**

(For Program Director Use Only)

Program Director Signature **Date**

_____ Approve Candidacy	_____ Deny Candidacy
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**Bossier Parish Community College
Cyber Information Technology**

Internship Handbook Acknowledgement

I, _____, acknowledge receipt of a
CIT Internship Handbook for the _____ program.

I accept the responsibility of abiding by the rules and procedures contained in the *CIT Internship Handbook*. My signature below also indicates my understanding that the policies are contained in the Student Handbook do not replace the policies and procedures found in the Bossier Parish Community College *Student Handbook* or Catalog. In addition, I understand that I will also be responsible for abiding by the policy and procedure of a specific affiliate while in their facility.

Student's Signature

Date

Student's Printed Name



**Bossier Parish Community College
Cyber Information Technology**

INTERN CONTRACT

The purpose of this agreement is to provide a qualified internship. The student must complete a minimum of 48 clock hours.

The College Program Agrees:

- 1) To assign a Faculty Internship Supervisor to facilitate communication between the college and the field site;
- 2) To have the faculty internship supervisor, when possible, make a site visit, during which the faculty internship supervisor will meet with the site supervisor. When a site visit is not possible, the faculty supervisor assumes the responsibility to facilitate communication between the college and the site. The Faculty Supervisor should be immediately contacted should any problem or change in relation to student, site, or college occur; and
- 3) To ensure that the faculty internship supervisor is responsible for assigning a grade upon the interns' successful completion of the internship.

The Internship Site Agrees:

- 1) To assign a supervisor who is a qualified in assigned area with a minimum of two years of experience in that field;
- 2) To assign a supervisor who has the time for and interest in supervising the intern student;
- 3) To provide opportunities for the student to engage in a variety of activities under supervision and to evaluate the student's performance;
- 4) To provide necessary and appropriate technology that assists with learning;

The Intern Student Agrees:

- 1) To submit a resume and any necessary documentation to the site supervisor;
- 2) To adhere to the administrative policies, rules, standards, schedules, and practices of the school;
- 3) To be punctual and present at the scheduled times of the student's internship; and
- 4) To complete the necessary evaluations, including a midterm and final site evaluation of internship to be discussed with the site supervisor, a self-evaluation at the end of the semester, and a midterm and final evaluation of the site supervisor for each semester of internship.

Within the specified time frame, _____ is the primary intern site supervisor. The intern student will participate in the internship activities (checked above) in sufficient amounts as to allow an adequate evaluation of the student's level of competence in each activity.

_____ will be the temporary faculty liaison until the intern student is assigned a faculty liaison for the semester. The faculty liaison will facilitate communication between the intern student, the internship site supervisor, and the school regarding the student's progress, any problems, and performance evaluations.

This agreement is made on _____ by and between

_____ (Date) _____ (Internship Site Name)

and Bossier Parish Community College Cyber Information Technology Program. This agreement will be effective

from _____ (Mo.) _____ (Day) _____ (Yr.) TO _____ (Mo.) _____ (Day) _____ (Yr.)

for _____ hours per week for _____ credit hours for

_____.
(Intern Student Name)

Signatures

(Internship Site Supervisor) Date: _____

(Career and Field Placement Coordinator) Date: _____

(Intern Student) Date: _____



**Bossier Parish Community College
Cyber Information Technology**

Consent of Information Release for CIT Internship Assignment

I, _____, authorize Bossier Parish Community College (BPCC) and its agents to release my name, contact information, social security number, date of birth, background check results, and information regarding my performance as necessary to a third party for the sole purpose of obtaining and maintaining approval for assignment while enrolled in the _____ program. I know it is my responsibility to inform BPCC of any changes or updates in the above named information.

Student's Signature

Date

Student's Printed Name



**Bossier Parish Community College
Cyber Information Technology**

BPCC Under No Obligation

I, _____, understand that my graduation from or completion of the _____ program does not ensure my ability to successfully pass a national credentialing or certification examination or obtain approval for licensure. I know it is my responsibility to maintain adequate academic and skill to further improve them to a mastery level if passing a national credentialing or certification examination is my goal. I accept the responsibility for initiating and completing the credentialing or certification process.

I know it is my responsibility to meet the criteria set forth by the licensure board or organization if obtaining a license to practice is my goal. I accept the responsibility for initiating and completing the licensure process.

I understand that graduation or successful completion of a BPCC course or program only indicates that I have met the minimum requirements set forth by BPCC and/or its regulatory and accreditation agencies.

Student's Signature

Date

Student's Printed Name



Bossier Parish Community College
Cyber Information Technology

Computer Usage

I, _____, understand that when I utilize the
Student's Printed Name
computers, internet, and wireless internet connection I must behave in a manner that is ethical and legal. I agree to perform only activities that are academic in nature when using these resources. I am aware that my computer and internet usage are monitored and failure to act in the manner described will result in disciplinary action.

Student Signature

Date