1. **Course title**: ITS 293 – Information Technology Internship

2. **Instructor**: Kevin Yokota  
   Office location: Kopiko 223  
   Office Phone: 734-9294  
   Email address: kyokota@hawaii.edu

3. **Course Objectives**:
   a. To apply and practice acquired basic IT skills in an actual workplace.  
      [A total of 120 hours of work must be completed during the semester (this translates to 8-10 hours per week)].  
   b. To further develop technical and soft skills in the workplace.  
   c. To establish positive workplace contacts and relationships for possible future job placement.  
   d. To significantly contribute to the project at hand.  
   e. To understand and describe the type of business in which the corporation is engaged.  
   f. To understand and describe the purpose and goal of the project.  
   g. To follow appropriate business ethics and etiquette rules.  
   h. To assess and appropriately address workplace problems.  
   i. To prepare a presentable resume.  
   j. To practice various job interview strategies.

4. **Prerequisites**: Consent of the instructor, IT program coordinator, or Business Education chairperson

5. **Required Texts**: None. Reading material will be provided by the instructor.

6. **Grading Policies**:
   a. Assignment 1 – Company Profile and Project Description Report  
      Due date: 9/01/2011  
      Points earned: 10 points
   b. Assignment 2 – 5 Journal Checks for a total of 25 points. You will have to make an appointment with me to go over your journals for each journal check.  
      1) Journal Check 1 ………………………………………… 9/8/2011 5 points  
      2) Journal Check 2 ………………………………………… 9/29/2010 5 points  
      3) Journal Check 3 ………………………………………… 10/20/2011 5 points  
      4) Journal Check 4 ………………………………………… 11/10/2011 5 points  
      5) Journal Check 5 ………………………………………… 12/01/2011 5 points  
   c. Assignment 3 – Resume and Cover Letter …………………… 10/06/2011 15 points  
   d. Assignment 4 – Beneficial Workplace Strategies Research Report 10/13/2011 5 points  
   e. **Midterm Evaluation by Supervisor** …………………… 10/22/2011 15 points  
   f. Assignment 5 – Internship Summary Report …………………… 12/01/2011 5 points  
   g. **Final Evaluation by Supervisor** …………………… 12/10/2011 25 points  
      100 points total
   h. Grading Schedule for the final grade:  
      90 – 100 points: A  
      80 - 89 points: B  
      70 - 79 points: C  
      60 - 69 points: D  
      0 - 59 points: F

7. Each journal check/report turned in late will have its grade reduced by 1 point for each week it is late. None will be accepted after the last lecture class of the semester.

8. The student is responsible for having his/her supervisor complete and submit the midterm and final evaluations to the instructor by the due dates.

9. “NO SHOWS” who do not officially withdraw through Admission and Records will receive “F” for the final grade.

10. Students who copy work from other students may receive “F” for the final grade.

11. Class attendance and note taking are crucial for successful completion of the course. In the event you miss a class, make sure to copy the lecture notes from a classmate.
Disability access statement: If you have a documented disability and have not voluntarily disclosed the nature of your disability and the support you need, you are invited to contact the Disability Support Services Office, 734-9552 (V/TTY), Ilima 103, for assistance.

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