

CEN 4949

BAS Computer Information Systems Technology

Student Internship Checklist

CEN 4949 – Internship: College Credits: 3

Course is taken during the last semester or second to last semester of the student's program.

This course consists of a supervised work experience in an approved training environment. The internship provides an opportunity for students to develop the appropriate attitudes and skills necessary for success in the Information Technology (IT) world.

Prior to Registering in the Internship Course

- Declared Degree/Major on Record
- Final Semester of program
- Hold a 3.0 GPA
- Completed the recommended requirements and pre-requisites for the internship
- Visit our website at easternflorida.edu/go/intern and submit “Student Internship Inquiry” under Student Information

Next Step

- Register into CEN 4949. If you need assistance with this, please contact Lisa Schuler at schulerl@easternflorida.edu or call 321-433-5261.
- Complete Internship Orientation course on Canvas and submit Quiz & Application

After Registering into the Internship Course

- Submit to the Internship Representative
 - Resume/Cover Letter
 - Student Internship/Practicum Responsibility Agreement
 - Internship / Practicum Confirmation Site Confirmation form
 - Memorandum of Understanding

Additional Information

- Minimum of 96 hours will be logged at the internship within the semester.
- Many sites do require a Level 2 Background Check and a Drug Screening. The cost may be incurred at the student’s expense, approximately \$150.
- In addition to college processes and applications, your host site may require additional steps including: separate application, interview, and orientation.

Completion of Internship

- Submit final documents to the Internship Representative
 - Hour Verification Log
 - Internship Site HOST Performance Evaluation
 - Student Worksite Review Evaluation