

CGS 2941

AS Computer Information Technology
CCC IP Communication, CCC Web Development Specialist,
CCC Geographical Information Systems, CCC Help Desk Support Technician

Student Internship Checklist

CGS 2941 – Internship: College Credits: 3

Prerequisite: Complete two courses in major field.

Introduce basic principles of their field of study to provide an opportunity for students to develop appropriate attitudes and skills needed for successful employment and to establish an effective partnership between the student and cooperating employer.

This course can be taken a maximum of two times.

Prior to Registering for the Internship Course

- Meet with your advisor
 - Declared Degree/Major on Record
 - Good academic standing
- Met 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 CGS 2941. 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

- Hours at internship site: Recommended minimum 96 hours within the semester.
- Maximum times can be taken for credit: 2 (Repeatable, up to 6 credits).
- 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