

# CNIT 197 AND 198 - Internship and Work Experience

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## CLASS POLICIES

### Grading: A or F

There are only three things you need to do to succeed in this class:

1. **Get a job**
2. **Return the Work Experience Form by Midterm**
3. **Return the Training Form by Final Exam Week**  
(Forms are available online at samsclass.info)

### Attendance

For each unit of credit, you must work 75 hours per semester if you are on a paid assignment. For unpaid assignments, 60 hours per semester must be logged. For example, CNIT198 is a 2 unit class so you must work 150 hrs/paid or 120 hrs/unpaid in the semester.

COURSE	CREDITS	UNPAID	PAID
CNIT197	1	60 Hrs	75 Hrs
CNIT198	2	120 Hrs	150 Hrs

*If you do not find an internship it is your responsibility to drop from this class*

### Assignments

1. If you wish to compete for off-campus internships, prepare your **resume** and bring it to the orientation meeting, or email it to **cnit.197@gmail.com**. If you would like help preparing your resume, email **rwu@ccsf.edu** or go to the Career Center, MUB 39.
2. If your instructor can find a suitable job to recommend to you, you will be notified by email. You can also find jobs at **http://career.ccsf.edu**
3. After an instructor recommendation, contact your prospective employer to request the position. An off-campus interview may be required.
4. Inform your instructor after getting a job by email to: **cnit.197@gmail.com**
5. Complete the "**Work Experience Form**" and deliver it to your instructor. This form determines your Midterm Grade. You can slide the paper under Sam's office door (Cloud 216) or email it to **cnit.197@gmail.com**.
6. Perform training or other tasks as required by your employer.
7. Conversations with Supervisor and Internship coordinator as needed
8. Complete the "**Training Form**" and deliver it to your instructor. This form determines your Final Grade.