

Anoka-Ramsey Community College
Cambridge/Coon Rapids Campuses
CNET 2297 Field Experience & Seminar
Information Sheet

CNET 2297 can be taken for 1-11 credits. The student works at the job site for 40 hours per credit hour and attends four hour-long seminars during the course of the semester. The Program Director may schedule an on-site visit in replacement of the seminar requirement.

Prior to registering for CNET 2297 students must fill out the Field Experience Request Form contained in this packet, have the Program Director's signature on the Permission to Register slip, and be accepted into one of the networking program options: Computer Networking & Telecommunications, Computer Help Desk Specialist, Security Specialist, or Network Support & Administration.

If hour requirements are not met within the semester, an "in-progress" grade is given. A final grade is awarded upon completion of the hourly requirement. Internships must be completed within one year from the time of registration. If a student is on financial aid, an "in progress" grade may affect their financial aid award. Check with the financial aid office regarding this policy.

Additional program information is available at <http://www.ar.cc.mn.us/cnet>.

STUDENT CHECKLIST

Prior to registering for the class, students must:

1. have applied for and been accepted into one of the computer networking program options.
2. have completed the 2-page Field Experience and Seminar Request Form.
3. have a Permission to Register slip signed by the Director.

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Field Experience Agreement

It is requested that each student and site supervisor complete the following agreement to establish a basic working relationship. The purpose of this agreement is to:

1. Help the student define specific goals for his/her learning experience.
2. Assist the site supervisor in evaluating the student.
3. Help the program director evaluate the student's performance.
4. Establish a defined schedule of working hours.
5. Ensure that the student follows ethical standards throughout the field experience.

STUDENT AGREES TO THE FOLLOWING:

1. Commit to _____ hours a week at _____
(location) for the duration of the field experience starting on the _____ day of
_____ (month), with experience ending on the _____ day of
_____ (month). Days of the week: _____

Time of day: _____

2. Develop learning objectives.
3. Perform all agreed upon tasks.
4. Attend all scheduled seminars.
5. Respect and maintain any confidential information the student becomes aware of during the course of the field experience.
6. Meet and discuss regularly with the field supervisor the progress of goals and any concerns that may arise during this field experience.

Student _____

Date _____

Director _____

Date _____

SITE SUPERVISOR AGREES TO THE FOLLOWING:

1. Provide supervision and discuss tasks and work progress.
2. Assist the student in the development of learning objectives.
3. Notify the Program Director promptly if any problems or concerns arise during the field experience period.
4. Assign tasks of educational value for the student to perform.
5. Complete an evaluation of the student's progress at completion of the field experience.
6. Is encouraged to reimburse students for the cost of tuition or make other arrangements to compensate interns.

Site Supervisor _____

Date _____

If either party feels that these terms cannot be achieved or completed, please contact the Internship Coordinator at 763-433-1154. The Program Director has the right to terminate a placement if deemed necessary.

Anoka-Ramsey Community College does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, or disability in employment or in the provision of our services.

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CNET 2297
Field Experience and Seminar Request Form

Name _____ SS# _____

Address _____
Street City State Zip

Phone Number () ()
Home Work

E-mail Address _____

Semester and Year of Internship Experience _____

FIELD EXPERIENCE INFORMATION

Name of Proposed Business and Site Supervisor _____

Address _____
Street City State Zip

Duties _____

On-Site Supervisor _____

Phone Number () E-mail Address _____

FIELD EXPERIENCE OBJECTIVES

PERMISSION TO REGISTER FOR CNET 2297
Internship

The following student _____ (SS#) _____
may register for CNET 2297 for _____ credits during the _____
semester.

Corey Blommel,
Internship Coordinator