

**Professional Information Technology Experience  
Requirement Verification**

Supervisor verifies: \_\_\_\_\_

**Student Name**

was employed with \_\_\_\_\_

**Company/Organization**

and completed \_\_\_\_\_ hours of Professional Information Technology work over  
\_\_\_\_\_ number of weeks.

\_\_\_\_\_  
**Supervisor Printed Name**                      **Title**                      **Date**

\_\_\_\_\_  
**Signature**

You will prepare a three-page, double-spaced reflection paper (in Microsoft Word or .pdf format) on the experience. Topics for your paper could include: how your experience relates to your CIT coursework, techniques/technologies used in your experience, workplace communication and managerial structure, etc.

Upon completion of the Professional IT Experience, please submit this completed form along with the reflection paper to the **CIT Student Information** course in Brightspace (under Assignments). **Please submit both documents on the same day to avoid processing errors.**

If you are graduating in the same semester of completion, due date is before the end of the 12<sup>th</sup> week.

**<sup>13</sup>PROFESSIONAL IT EXPERIENCE REQUIREMENT**

Professional IT internship (six-week minimum duration) 240 hours of IT employment or 240 hours of documented volunteer IT work Service Learning Course (EPCS, CNIT 39000, or Equivalent) with responsibility for an IT component (3 credit hours minimum) – **this option does not require a verification form submission.**