

CIST 2991
Fall 2015 Syllabus/Lesson Plan

****Disclaimer Statements****

*****Instructor reserves the right to change the syllabus and/or lesson plan as necessary.*****

*****The official copy of the syllabus is located inside the student's online course shell or will be given to them during face to face class time the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.*****



CIST 2991 – Internship I
COURSE SYLLABUS
Web-enhanced / Lecture
Fall Semester 2015

Semester: 201612 Fall 2015
Course Title: CIST Internship I
Course Number: CIST 2991
Credit Hours/ Minutes: 3 / 6750
Class Location: Online/Customer Premises
Class Meets: Online
CRN: 20339

Instructor: John Taylor
Office Hours: 3:00-5:30 Mon-Thu
Office Location: 810 - Med. Tech Bldg
Email Address: jtaylor@southeasterntech.edu
Phone: 912-538-3116
Fax Number: 912-538-3106

REQUIRED TEXT: None. Students are expected to use previous course textbooks and well as online resources. A 2-3 month subscription to lynda.com online learning is recommended.

REQUIRED SUPPLIES & SOFTWARE: Internet Access required.

COURSE DESCRIPTION: This course is a capstone course providing a realistic experience for students working in a team to develop a complete web systems project.

MAJOR COURSE COMPETENCIES / COURSE OUTLINE:

1. Phase 1: Meet the Customer and Gather Requirements
2. Phase 2: Brainstorm, Storyboard and Design
3. Phase 3: Project Management – Assign Duties
4. Phase 4: Coding and Testing
5. Phase 5: User Documentation
6. Phase 6: Present the Project

PREREQUISITE(S): None

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

STUDENT REQUIREMENTS: Students will have at least one week to complete tests and assignments, therefore **no assignment will be accepted late. After the due date a grade of "0" will be given.** Assignments will be saved via the Remote Lab Information Delivery System (IDS) or local network in the P:\cist1510 folder using Notepad++ (or similar text editor).

ATTENDANCE GUIDELINES: Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to

complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

SPECIFIC ABSENCES: Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY: Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook.*

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

| GRADING POLICY | | GRADING SCALE | | |
|----------------------------|-------------|---------------|--------------|--------|
| Phase 1 | 10% | A | Excellent | 90-100 |
| Phase 2 | 15% | B | Good | 80-89 |
| Phase 3 | 10% | C | Satisfactory | 70-79 |
| Phase 4 | 10% | D* | Poor | 60-69 |
| Phase 5 | 10% | F* | Failing | 0-59 |
| Phase 6 | 15% | | | |
| Final Project/Presentation | 25% | | | |
| Work Ethics Exam | 5% | | | |
| | <u>100%</u> | | | |

*Grade of D or below results in student repeating class

TCSG GUARANTEE/WARRANTY STATEMENT: *The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

**CIST 2991 – CIST Internship I
Fall Semester 2015 Lesson Schedule (Fiscal Year 2016)**

This course provides a realistic experience for students working in a team to develop a complete web systems project. Students will have to use previous course text and software as well as online resources to develop a site. Instructor will provide direction and feedback but will not do any work on the site. Students should print and review the CIST 2991 Web Systems Final Project Rubric before beginning work to be sure they understand how the Final Project will be graded.

| Date | Chap / Less | Content | Assignments & Tests Due | Competency Area |
|---------------|-------------|---|---|------------------------------|
| Week 1 | | | | |
| Aug 17-23 | 1 | Class Introduction – Syllabi, Outline, Work Ethics, Rules, and Regulations Coverage Meet the Customer/Gather Requirements | Logon to STUDENT MAIL: Send email to Instructor Reply to any Instructor email. Login to ANGEL Download and Install Filezilla. Download and Install HeidiSQL. Download and Install Notepad++ Create a folder “cist2991” on P: drive Group Assignment/Customer information Get Personal Web Site/Domain information from Instructor. Create index.html with Page Under Construction message. Upload to web server. Contact customer and setup meeting to gather web site requirements. due: 8/25 | 2,7 c,d |
| Week 2 | | | | |
| Aug 24-30 | 2 | Brainstorming, Storyboard and Design | Meet with customer and complete planning document. Submit copy of document to instructor. Group review of planning document/web site requirements. Print and review Final Project Rubric. Come up with a solution and create a storyboard for the site. Save your work to the cist2991 folder. due: 9/1 | 2,7 c,d 2,6 c,d |
| Week 3 | | | | |
| Aug 31- Sep 6 | | | Complete storyboard and submit a copy to instructor. Meet with Instructor to review storyboard and other design documents. due: 9/9 | 2,6 c,d |
| Week 4 | | | | |
| Sep 7 | | Holiday | | |
| Sep 8-13 | 3 | Project Management | Develop a project plan for coding, testing, documenting, and presenting your completed site. Save your work to the cist2991 folder. Submit copy of document to instructor. | 1 c,d |

| | | | | |
|-----------------------|----------|---------------------------------|--|------------------------|
| | | | due: 9/15 | |
| Week 5 | | | | |
| Sep 14-20 2 - 8 | 4 | Coding and Testing | Coding/Testing. | 1,2,3,4,5 c,d |
| Week 6 | | | | |
| Sep 21-27 | | | Coding/Testing. Instructor review. Get with Instructor and review site progress. | 1,2,3,4,5 c,d |
| Week 7 | | | | |
| Sep 28- Oct 4 | | | Coding/Testing. | 1,2,3,4,5 c,d |
| Week 8 | | | | |
| Oct 5-11 | | | Coding/Testing. Instructor review. Get with Instructor and review site progress. | 1,2,3,4,5 c,d |
| Week 9 | | | | |
| Oct 12-18 | | 10/12 - SEMESTER MIDTERM | Coding/Testing. | 1,2,3,4,5 c,d |
| Week 10 | | | | |
| Oct 19-25 | | | Coding/Testing. Instructor review. Get with Instructor and review site progress. Complete Work Ethics Assignment. | 1,2,3,4,5 c,d WE |
| Week 11 | | | | |
| Oct 26-Nov 1 | | | Coding/Testing. | 1,2,3,4,5 c,d |
| Week 12 | | | | |
| Nov 2-8 | | | Coding/Testing. Instructor review. Get with Instructor and review site progress. | 1,2,3,4,5 c,d |
| Week 13 | | | | |
| Nov 9-15 | 5 | User Documentation | Coding/Testing/Documentation. Begin creating documentation for site. | 1,2,3,4,5,6 c,d |
| Week 14 | | | | |
| Nov 16-22 | | | Coding/Testing/Documentation Instructor review. Get with Instructor and review site progress. | 1,2,3,4,5,6 c,d |

| Week 15 | | | | |
|------------------|---|--|--|--------------------|
| Nov 23-29 | | Schedule Final Presentation Time with Instructor!!! | Finish coding and testing!!!! Finish documentation!!! Save your work to the cist2991 folder Submit copy of document to instructor. due: 12/3 | 1,2,3,4,5,6 c,d |
| Week 16 | | | | |
| Nov 30- Dec 3 | 6 | Site Presentation | Final Site Presentation!!! due: 12/3 noon | 1,7 a,c,d |

COMPETENCY AREAS:

1. Project Management Skills
2. Web Systems Application
3. Data Driven Application
4. Secure Web Application
5. User friendly GUI Web Application Interface
6. Project and user Documentation
7. Communication

GENERAL EDUCATION CORE COMPETENCIES:

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.
- d) The ability to utilize basic computer skills.