



**TENTATIVE—SUBJECT TO CHANGE**  
**CIST 2991 Internship I**  
**COURSE SYLLABUS**  
**Fall Semester 2020 (FY202112)**  
**August 17, 2020 – December 7, 2020**

**COURSE INFORMATION**

Credit Hours/Minutes: **3/6750**  
Campus/Class Location: **Online/Customer Premises**  
Class Meets: **Via Internet for 15 weeks**  
Course Reference Number (CRN): **20410**  
Preferred Method of Contact: **STC Email**

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: **Mr. John Taylor**  
Email Address: [John Taylor \(jtaylor@southeasterntech.edu\)](mailto:jtaylor@southeasterntech.edu)  
Campus/Office Location: **Vidalia Campus, Room 810 Medical Technology Building**  
Office Hours: **2:00 – 4:30 Monday - Thursday**  
Phone: **912-538-3116**  
Fax Number: **912-538-3106**  
Tutoring Hours (if applicable): **Made by appointment with instructor**

**SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

**REQUIRED TEXT**

None.

**REQUIRED SUPPLIES & SOFTWARE**

Internet access.

**Students should not share login credentials with others and should change passwords periodically to maintain security.**

**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**

Southeastern Technical College 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.

## **STUDENT REQUIREMENTS (ONLINE)**

Students are expected to complete all work required by the instructor. Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Tuesday of the following week.

**Program students must earn a minimum grade of C in this course. Unannounced quizzes/assignments may be given. Late assignments will not be accepted. Students who miss any assignment, quiz, test, project, or discussion board will receive a grade of 0.**

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending enough time during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

## **EMAILS**

Preferred method of communication should be through student MAIL. Make sure that you always type your name and class in the subject line of every email you send me so I know which class you are in. For example: **CIST2991 Taylor**

Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of our Blackboard course.

## **CHECKING GRADES**

A grade book is made available in the BLACKBOARD course on the main page by clicking the MY GRADES link when students log in. This grade book is for students to review and is continuously updated throughout the semester. Students can view their grades at any time to see the individual grades for each assignment. The overall percentage averages should display in the grade book to help track course progress.

## **NO HARM NO FOUL POLICY**

It is the student's responsibility to drop courses during the first three days by completing a withdrawal form with a Counselor in Student Affairs. If a student comes to class during the first three days or any day during this time, the student will be dropped with no penalty **only if** they have completed the Withdrawal Form with Student Affairs by the close of business on the third business day of the quarter. **The student must formally withdraw from classes in order to receive the no harm-no foul benefit.**

## ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related 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" (Failing 0-59) in a course.

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. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at **the time specified by the Lesson Plan**. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

## COVID-19 MASK REQUIREMENT

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

## COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

<b>COVID-19 Key Symptoms</b>
Fever or felt feverish
Cough: new or worsening, not attributed to another health condition
Shortness of breath, not attributed to another health condition
New loss of taste or smell
Chills; Repeated shaking with chills
Sore throat, not attributed to another health condition
Muscle pain, not attributed to another health condition or exercise
Headache, not attributed to another health condition
Diarrhea (unless due to known cause)
<b>In the past 14 days, if you:</b>
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

## COVID-19 SELF-REPORTING REQUIREMENT

Students taking classes on campus, who test positive for COVID-19 or who have been exposed to a COVID-19

positive person, are required to self-report using the COVID 19 Health Reporting Form. Report all positive cases of COVID-19 to your instructor and Stephannie Waters, Exposure Control Coordinator, [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu), 912-538-3195.

### **STUDENTS WITH DISABILITIES**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

**Swainsboro Campus:** Macy Gay [mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

**Vidalia Campus:** Helen Thomas [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

### **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 make arrangements with the appropriate campus coordinator.

**Swainsboro Campus:** Macy Gay [mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

**Vidalia Campus:** Helen Thomas [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

### **WITHDRAWAL PROCEDURE**

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

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

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. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

## **MAKEUP GUIDELINES** (Tests, quizzes, homework, projects, etc.)

Students are required to take all tests scheduled during the semester. Failure to take Tests/Exam(s), and assignments will result in a grade of zero. There will be no makeup of assignments or EXAMS. If Internet or browser failure occurs, contact instructor immediately. A decision will be made at that time if the assignment/exam will be reset. Instructor reserves the right to deduct points from the scores for exceeding the scheduled time limit on the assignment/exam. Note: If student notifies instructor about problems because of technical issues after the due date or on the last day of the semester, the student will NOT be allowed to make-up the assignment. No exceptions! Assignments must be turned in on the assigned date and will not be accepted late, a grade of zero will be given. All Assignments are due according to the lesson plan. The due dates are posted on the lesson plan. Weeks start on Monday and end on Sunday with assignments due on Wednesday at midnight of the following week. See Lesson Plan. Makeups are not allowed for unannounced quizzes/assignments.

## **ACADEMIC DISHONESTY POLICY**

The Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and Handbook.

## **PROCEDURE FOR ACADEMIC MISCONDUCT**

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

### **1. 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.

### **2. Second Offense**

Student is given a grade of "WF" (Withdrawn Failing) 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.

### **3. 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 third 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**

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<p><b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b></p>	<p><b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b></p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1<sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a></p>	<p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1<sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas</a> <a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a></p>

**ACCESSIBILITY STATEMENT**

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

**GRIEVANCE PROCEDURES**

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’s website.

**ACCESS TO TECHNOLOGY**

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

**TECHNICAL COLLEGE SYSTEM OF GEORGIA (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.*

## GRADING POLICY

Assessment/Assignment	Percentage
Phase 1 – Gather requirements	15%
Phase 2 – Storyboard/Design	15%
Phase 3 – Project Management	15%
Phase 4 – Coding/Testing	15%
Phase 5 - Documentation	10%
Phase 6 - Presentation	20%
Work Ethics	5%
Total	100%

## GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
*D	60-69
*F	0-59

\*Grade of D or below results in student repeating the class

## 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**  
**LESSON PLAN**  
**Fall Semester 2020 (FY202112)**  
**August 17, 2020 – December 7, 2020**

**WEEK 1**

<b>Date</b>	<b>Tutorial</b>	<b>Content</b>	<b>Assignments &amp; Test Due Dates</b>	<b>Competency Area</b>
August 17 - 23	<b>1</b>	Class Introduction – Syllabi, Outline, Work Ethics, Rules, and Regulations Coverage  <b>Meet the Customer/Gather Requirements</b>	Contact employer. Gather requirements for Internship project. Save Internship document (bi-weekly timesheet). Track date/hours worked daily. Can use form in Cist2991 folder.	a,c

**\*Week 1 assignments must be completed and turned in before midnight August 26.**

**WEEK 2**

<b>Date</b>	<b>Tutorial</b>	<b>Content</b>	<b>Assignments &amp; Test Due Dates</b>	<b>Competency Area</b>
August 24 - 30	<b>2</b>	<b>Brainstorming, Storyboard Design</b>	Use gather requirements to put together a storyboard or other document for physical description of proposed work. Meet with advisor to determine if project scope works for Summer semester. Fill out 1 <sup>st</sup> bi-weekly time sheet and send to employer. Ask for signature and request they can send back to you or directly to instructor.	1 a,c

**\*Week 2 assignments must be completed and turned in before midnight September 2.**

**WEEK 3**

<b>Date</b>	<b>Tutorial</b>	<b>Content</b>	<b>Assignments &amp; Test Due Dates</b>	<b>Competency Area</b>
August 31 - September 6	<b>3</b>	<b>Project Management</b>	Create document listing tasks to complete and estimated time frame for completion.	1,2 a,c

**\*Week 3 assignments must be completed and turned in before midnight September 9.**



### WEEK 4

Date	Tutorial	Content	Assignments & Test Due Dates	Competency Area
September 7 - 13	4	Coding and Testing	Begin coding project. Fill out 2 <sup>nd</sup> bi-weekly time sheet and send to employer. Ask for signature and request they can send back to you or directly to instructor.	1,2 a,c

**\*Week 4 assignments must be completed and turned in before midnight November 25.**

### WEEK 5

Date	Tutorial	Content	Assignments & Test Due Dates	Competency Area
September 14 - 20	4	Coding and Testing	Continue coding and testing.	1,2,3 a,c

**\*Week 5 assignments must be completed and turned in before midnight November 25.**

### WEEK 6

Date	Tutorial	Content	Assignments & Test Due Dates	Competency Area
September 21 - 27	4	Coding and Testing	Continue coding and testing. Fill out 3 <sup>rd</sup> bi-weekly time sheet and send to employer. Ask for signature and request they can send back to you or directly to instructor.	1,2,3 a,c

**\*Week 6 assignments must be completed and turned in before midnight November 25.**

### WEEK 7

Date	Tutorial	Content	Assignments & Test Due Dates	Competency Area
September 28 – October 4	4	Coding and Testing	Continue coding and testing.	1,2,3 a,c

**\*Week 7 assignments must be completed and turned in before midnight November 25.**

### WEEK 8

Date	Tutorial	Content	Assignments & Test Due Dates	Competency Area
October 5 - 11	4	Coding and Testing	Finish up coding and testing. Fill out 4 <sup>th</sup> bi-weekly time sheet and send to employer. Ask for signature and request they can send back to you or directly to instructor.	1,2,3 a,c

**\*Week 8 assignments must be completed and turned in before midnight November 25.**

## WEEK 9

Date	Tutorial	Content	Assignments & Test Due Dates	Competency Area
October 12 - 18	4	Coding and Testing	Continue coding and testing.	1,2,3 a,c

**\*Week 8 assignments must be completed and turned in before midnight November 25.**

## WEEK 10

Date	Tutorial	Content	Assignments & Test Due Dates	Competency Area
October 19 - 25	4	Coding and Testing	Finish up coding and testing. Fill out 5 <sup>th</sup> bi-weekly time sheet and send to employer. Ask for signature and request they can send back to you or directly to instructor.	1,2,3 a,c

**\*Week 8 assignments must be completed and turned in before midnight November 25.**

## WEEK 11

Date	Tutorial	Content	Assignments & Test Due Dates	Competency Area
October 26 – November 1	4	Coding and Testing	Continue coding and testing.	1,2,3 a,c

**\*Week 8 assignments must be completed and turned in before midnight November 25.**

## WEEK 12

Date	Tutorial	Content	Assignments & Test Due Dates	Competency Area
November 2 - 8	4	Coding and Testing	Finish up coding and testing. Fill out 6 <sup>th</sup> bi-weekly time sheet and send to employer. Ask for signature and request they can send back to you or directly to instructor.	1,2,3 a,c

**\*Week 8 assignments must be completed and turned in before midnight November 25.**

## WEEK 13

Date	Tutorial	Content	Assignments & Test Due Dates	Competency Area
November 9 - 15	4	Coding and Testing	Continue coding and testing.	1,2,3 a,c

**\*Week 8 assignments must be completed and turned in before midnight November 25.**

## WEEK 14

Date	Tutorial	Content	Assignments & Test Due Dates	Competency Area
November 16 - 22	4	Coding and Testing	Finish up coding and testing. Fill out 7 <sup>th</sup> bi-weekly time sheet and send to employer. Ask for signature and request they can send back to you or directly to instructor.	1,2,3 a,c

**\*Week 8 assignments must be completed and turned in before midnight November 25.**

## WEEK 14

Date	Tutorial	Content	Assignments & Test Due Dates	Competency Area
November 23 - 29	5	Documentation	Document your work. Send copy to instructor.	4 a,c

**\*Week 9 assignments must be completed and turned in before noon December 7.**

## WEEK 15

Date	Tutorial	Content	Assignments & Test Due Dates	Competency Area
November 30 – December 6	6	Presentation	Meet with instructor and go over completed project. Fill out 8 <sup>th</sup> bi-weekly time sheet and send to employer. Ask for signature and request they can send back to you or directly to instructor.	1,2,4 a,c

**\*Week 10 assignments must be completed and turned in before noon December 7.**

### 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 CORE EDUCATIONAL 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.