

CIST 2991 – Internship

DISCLAIMER STATEMENT

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
COURSE SYLLABUS
FALL Semester 2017(FY201812)
Aug 14, 2017 – Dec 6, 2017

COURSE INFORMATION

Credit Hours/Minutes: **3 / 6750**
Class Location: **Online**
Class Meets: **Monday and Wednesday, 1:15 - 3:00 PM**
CRN: **20412**
Preferred Method of Contact: **STC Email**

INSTRUCTOR CONTACT INFORMATION

Instructor Name: **John Taylor**
Office Location: **Room 810 Gillis Building, Vidalia Campus**
Office Hours: **3:00 PM – 5:30 PM Monday - Thursday**
Email Address: **jtaylor@southeasterntech.edu**
Phone: **(912) 538-3116**
Fax Number: **(912) 538-3106**
Tutoring Hours: **Made by appointment with instructor**

REQUIRED TEXT

No text required. Student will use whatever resources are appropriate for completing the Internship.

REQUIRED SUPPLIES & SOFTWARE

Student will use whatever software is appropriate for completing the Internship.

COURSE DESCRIPTION

Provides the instructor and student a 3 credit hour opportunity to develop special learning environments. Instruction is delivered through occupational work experiences, practicums, advanced projects, industry sponsored workshops, seminars, or specialized and/or innovative learning arrangements.

MAJOR COURSE COMPETENCIES/OUTLINE

Information Technology Skills and Works Ethics in the Work Environment.

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.

STUDENT REQUIREMENTS

- **Students are expected to work 7.5 hours a week on Web project.**
- **Student should be professional and courteous to Customer.**
- **Student should contact Instructor if any issues arise between student and customer.**

ATTENDANCE GUIDELINES

Customer signed by-weekly work sheets are required showing a minimum of 7.5 hours of work per week. Students not meeting the required number of weekly hours will receive a lower grade, possibly a failing grade.

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 Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, 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 Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu.

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:

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" 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 and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, 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 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).

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

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on STC'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 [STC website](#).

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	25%
Work Ethics	5%

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

CIST 2991 – Internship
LESSON PLAN
FALL Semester 2017 (FY 201812)

WEEK 1

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
August 14 - 20	1	Meet the Customer/Gather Requirements	<p>Meet with Instructor to sign Internship paperwork and discuss Syllabus/Lesson Plan.</p> <p>Get Personal Web Site/Domain information from Instructor.</p> <p>Create index.html with Page Under Construction message. Upload to web server.</p> <p>Contact customer and setup meeting to gather web site requirements. (use Planning document located in your cist2991 folder)</p>	1,2 a,c

****Week 1 assignments must be completed and turned in before midnight Aug 23.**

WEEK 2

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
August 21 - 27	2	Brainstorming, Storyboard and Design	<p>Meet with customer if necessary and complete planning document. Submit copy of document to instructor.</p> <p>Meet with instructor to review planning document/web site requirements.</p> <p>Come up with a solution and create a storyboard for the site.</p> <p>Save your storyboard, wireframes, design work, etc. to your cist2991 folder.</p>	1,2 a,c

****Week 2 assignments must be completed and turned in before midnight Aug 30.**

WEEKS 3 - 4

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
August 28 – September 3	3	Project Management	<p>Develop a project management plan for coding, testing, documenting, and presenting your completed site. See Lesson Plan below for dates. (Word or Excel document)</p> <p>Save your work to the cist2991 folder.</p> <p>Submit first (week 1 & 2) signed bi-weekly time sheet.</p>	1,2 a,c
September 4	H	HOLIDAY (Labor Day)		
September 5-10			<p>Complete storyboard and project management plan. Submit a copy of both to instructor.</p> <p>Instructor review. Meet with Instructor to review storyboard and other design documents before in-depth coding is done.</p>	1,2 a,c

****Weeks 3 – 4 assignments must be completed and turned in before midnight Sep 13.**

WEEKS 5 – WEEK 12

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
September 11 - 17	4	Coding and Testing	Coding/testing. Submit second (week 3 & 4) signed bi-weekly time sheet.	1,2 a,c
September 18 - 24			Coding/testing.	1,2 a,c
September 25 – October 1			Coding/testing. Submit third (week 5 & 6) signed bi-weekly time sheet.	1,2 a,c
October 2 - 8			Coding/testing. Instructor review. Meet with Instructor and review site progress.	1,2 a,c
October 9 - 15			Coding/testing. Submit fourth (week 7 & 8) signed bi-weekly time sheet. Customer midterm Survey due.	1,2 a,c
October 16 - 22			Coding/testing. Instructor review. Meet with Instructor and review site progress. Complete Work Ethics assignment. (see Work Ethics Assessment MS Word document in cist2991 folder.)	1,2 a,c
October 23 - 29			Coding/testing. Submit fifth (week 9 & 10) signed bi-weekly time sheet.	1,2 a,c
October 30 – November 5			Coding/testing.	1,2 a,c

****Weeks 5 – 12 assignments must be completed and turned in before midnight Nov 8.**

WEEKS 13 - 14

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
November 6 - 12	5	Final Testing/ User Documentation	Coding/testing. Submit sixth (week 11 & 12) signed bi-weekly time sheet. Begin creating documentation for site.	1,2 a,c
November 13 - 19			Coding/testing/documentation. Instructor review. Meet with Instructor and review site progress.	1,2 a,c

****Weeks 13 – 14 assignments must be completed and turned in before midnight Nov 30.**

WEEKS 15 - 16

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
November 20 - 21			Submit seventh (week 13 & 14) signed bi-weekly time sheet.	1,2 a,c
November 22 - 26	H	HOLIDAY (Thanksgiving) Nov 22-24		
November 27 - 30	6	Presentation	Meet with Instructor to present your finished site. Make sure all work has been saved to the cist2991 folder. Submit eighth (week 15 & 16) signed bi-weekly time sheet Customer final Survey due.	1,2 a,c

****Weeks 15 – 16 assignments must be completed and turned in before midnight Nov 30.**

COMPETENCY AREAS:

1. Information Technology Skills
2. Work Ethics in the Work Environment

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.