



**CIST 2991 CIS Internship
COURSE SYLLABUS
Spring Semester 2019**

COURSE INFORMATION

Credit Hours/Minutes: 3/6750

Class Location: Internship Site-Emanuel Medical Center

Class Meets: Work hours are determined by supervisor

Course Reference Number (CRN): 40361

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Mr. Jamie Powers

Email Address: [Jamie Powers jpowers@southeasterntech.edu](mailto:jpowers@southeasterntech.edu)

Campus/Office Location: Swainsboro Campus, Building 2, Room 2106

Office Hours: 9 a.m. – 12 p.m. and 3 p.m. – 5:30 p.m. Monday/Wednesday

Phone: 478-289-2221

Fax Number: 478-289-2276

Tutoring Hours (if applicable): Made by appointment with instructor

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND STUDENT HANDBOOK

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

REQUIRED TEXT

N/A

REQUIRED SUPPLIES & SOFTWARE

Reliable internet access and access to Microsoft Word

COURSE DESCRIPTION

Introduces the application and reinforcement of networking and desktop support and employability principles in an actual job setting. Acquaints the student with realistic work situations and provides insights into network support and end user support on the job

MAJOR COURSE COMPETENCIES

Topics include: appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and development of productivity. Information Technology Skills (MS Windows Active Directory, MS Outlook Account Management, Desktop Support, Network Support, End User Support) and Work Ethics in the Work Environment.

PREREQUISITE(S)

All non-elective courses required for program completion.

COURSE OUTLINE

1. Appropriate Work Habits
2. Acceptable Job Performance
3. Networking and Desktop Support Knowledge and Skills
4. Interpersonal Relations
5. Productivity

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College (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 must perform the required minimum of 112.5 hours of work at the internship site. These hours may be accrued in a manner that is agreed upon by the internship worksite and student.

The key to success in the internship is COMMUNICATION with both your instructor and your supervisor.

Prior to the beginning of the internship, students should discuss with instructor regarding internship details such as location, supervisor name, and duties to be performed in order to determine if the chosen site qualifies for an internship site. Upon advisor approval, student should provide the following information necessary for completing the Technical College System of Georgia (TCSG) Memorandum of Agreement:

Employer Name, Supervisor Name, Employer Address, Contact Phone and email for Supervisor. A signed TCSG Memorandum of Understanding must be on file at Southeastern Technical College before the internship can commence.

Complete all work assignments that include:

- Timesheets: Must be turned in biweekly and signed by the supervisor of the internship site. The deadline is always on Monday at 11:55 PM.
- All assignments (timesheets, and self-evaluations) should be submitted as an attachment to the Blackboard drop boxes provided. See the attached rubric for the grading scale on the job description. Please proofread and spellcheck your work. The deadline is always Monday at 11:55 PM.
- If you meet the 112.5 hour requirement before the end of the semester, you may cease to submit the timesheets.
- The employer's midterm and final evaluations should be completed and signed by the supervisor at the internship site by the specified due date in the course lesson plan and delivered directly to Southeastern Technical College, Attn: Attn: Jamie Powers 346 Kite Rd, Swainsboro GA 30401.

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 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" (Failing 0-59) 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.

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, 478-289-2274, Building 1, Room 1208

Vidalia Campus: Helen Thomas 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.

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Vidalia Campus: Helen Thomas 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" 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' being assigned. The 65% point for fall semester is Monday, March 18.

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 accessed due to the withdrawal. A grade of 'W' will count in attempted hour calculations for the purpose of Financial Aid.

MAKEUP GUIDELINES

All assignments (timesheets, journals, job description, article reviews, and self-evaluations) should be submitted as an attachment to the Blackboard drop boxes provided. **No late assignments will be accepted.** You are at the end of your college career and are working in a professional environment; the expectation is that you will submit these documents timely, just as you would meet work deadlines. Please do not ask your instructor to accept late timesheets, journals, job description, article reviews, and/or self-evaluations.

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 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" (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 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:

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

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's 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
Timesheets	25%
Supervisor Evaluations	50%
Student Evaluations	25%

GRADING SCALE

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

**CIST 2991CIS INTERNSHIP
Spring Semester 2019 Lesson Plan**

Date/Week	Assignments & Due Dates	Competency Area
Week 1	Initial contact w/ Instructor (review syllabus, rules, regulations, completion of forms) Begin working required 135 hours	*1,2,3,4,5 **a,b,c
Weeks 1 & 2	Wks 1 & 2 bi-weekly timesheet and internship report due by 11:55 PM Jan 22.	*1,2,3,4,5 **a,b,c
Week 3 & 4	Wks 3 & 4 bi-weekly timesheet and internship report due by 11:55 PM Feb 4.	*1,2,3,4,5 **a,b,c
Weeks 5 & 6	Wks 5 & 6 bi-weekly timesheet and internship report due by 11:55 PM Feb 18.	*1,2,3,4,5 **a,b,c
Weeks 7 & 8	Wks 7 & 8 bi-weekly timesheet and internship report due by 11:55 PM Mar 4 Student's midterm self-evaluation and due by 11:55 PM March 18. Employer's evaluation should be emailed directly to instructor.	*1,2,3,4,5 **a,b,c

Date/Week	Assignments & Due Dates	Competency Area
Weeks 9 & 10	Wks 9 & 10 bi-weekly timesheet and internship report due by 11:55 PM Mar 18	*1,2,3,4,5 **a,b,c
Weeks 11 & 12	Wks 11 & 12 bi-weekly timesheet and internship report due by 11:55 PM Apr 8	*1,2,3,4,5 **a,b,c
Weeks 13 & 14	Wks 13 & 14 bi-weekly timesheet and internship report due by 11:55 PM April 22	*1,2,3,4,5 **a,b,c
Week 15	Wk2 15 bi-weekly timesheet and internship report due by 11:55 PM April 30 Student's dterm self-evaluation and due by 11:55 PM April 30. Employer's evaluation should be emailed directly to instructor.	*1,2,3,4,5 **a,b,c

COMPETENCY AREAS:

1. Appropriate Work Habits
2. Acceptable Job Performance
3. Accounting Knowledge and Skills
4. Interpersonal Relations
5. Productivity

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.