



**CIST 2991 Internship I**  
**COURSE SYLLABUS**  
**Spring Semester 2019 (FY201914)**  
**January 7, 2019 – May 2, 2019**

**COURSE INFORMATION**

Credit Hours/Minutes: **3/6750**

Campus/Class Location: **Online/Customer Premises**

Class Meets: **Online**

Course Reference Number (CRN): **40362**

Preferred Method of Contact: **Email – [John Taylor \(jtaylor@southeasterntech.edu\)](mailto:jtaylor@southeasterntech.edu)**

**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.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

**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

- **Students are expected to come prepared for each class meeting, focused and ready to learn.** This means that it is necessary to read the Tutorials and work outside of class in order to succeed in this course. A detailed lesson schedule has been provided at the end of this syllabus.
- **Students MUST wear their STC id; one free lanyard is provided in the student affairs division. Students may NOT enter the classroom without their student id visible. This is strictly enforced.**
- Students should complete all work shown on the attached tentative lesson schedule by the scheduled deadlines, unless otherwise notified of a change in deadline.
- Homework will be collected for a grade. **Homework assignments will not be graded after the due date; a zero will be assigned if homework is not submitted on or before the due date.**
- There may be graded in class activities planned in which you will not be able to participate if you are not prepared for that day's class.
- **Unannounced quizzes or in-class assignments are subject to be given every day. A grade of zero will be assigned for any quizzes or in class assignments missed. There will be no makeup of quizzes or in class assignments; a grade of zero will be assigned.**
- Please make every effort to be in class every day. However, if you are SICK and CONTAGIOUS, please do not come to class.
- Students are expected to complete all tests, labs, and other assignments on the dates specified on the attached lesson schedule.
- Instructor reserves the right to modify the tentative lesson schedule attached to this syllabus with notice.
- Students should subscribe to remind.com for reminder from the instructor via email or text. Instructions will be provided to students.
- Students are responsible for policies and procedures included in the STC Catalog and Handbook must acknowledge this by completing the PLEDGE Discussion Topic on Blackboard the first day of class.

## 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 11:55 PM on Monday of each week.** 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.

**Late assignments will not be accepted. Students who miss any assignment, test, project, or discussion board will receive a grade of 0.**

## 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% 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" (Withdrawn) 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 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.

### **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 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:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
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>	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>

## 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
Phase 1 – Gather requirements	15%
Phase 2 – Storyboard/Design	15%
Phase 3 – Project Management	15%
Phase 4 – Coding/Testing	20%
Phase 5 - Documentation	10%
Phase 6 - Presentation	25%
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

## SYLLABUS ADDENDUM-

Please note the following classroom courtesies, which are designed to maximize the classroom experience for you and your classmates.

- Class begins promptly at the start time shown on your schedule.
  - Please make arrangements to be here on time.
  - Attendance is taken daily at the beginning of class.
  - The classroom door is locked as a safety precaution; therefore arriving late will be disruptive and inconsiderate to your instructor and your fellow classmates. Expect to wait if you arrive late and a lecture is in progress.
  - Failure to be present and accounted for at the beginning of class may result in missing an unannounced quiz, for which there are **NO MAKEUPS**.
- In an attempt to simulate a work environment, please notify your instructor if you are absent by emailing or leaving a voice message. To avoid telephone tag, please do not leave a message for your instructor to call you back. Leave a message with the information regarding your absence. You would call in to your workplace if you were going to be absent from your job; class is preparation for the workplace. See instructor contact information on the syllabus.
- **The classroom is a learning environment; enter the classroom quietly EVERY DAY. Conversations should take place in the student center or outside. You will be asked to leave if you disrupt the class; this includes sleeping.**
- **EVERY DAY**--Please turn your cell phone on silent when in the classroom. In emergencies, please go outside the building to make or receive a call. If your phone interrupts class by ringing or vibrating, you will be asked to leave class.
- Also, no texting is allowed during class; you will be asked to leave class. Texting during an exam, in particular, may result in an academic dishonesty policy violation being noted in your records.
- **No food or drinks are allowed in the classroom.** Bottled drinks may be kept in your book bag or on the floor. They should never be open or consumed in the classroom. Do **not** bring an open can or cup into the classroom. If you have a medical condition that requires a snack or drink, you should see Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.
- Please dress appropriately for class. You may be asked to leave if dressed inappropriately, and you will

be counted absent. **Regardless of current fashion trends or the time you awoke for class, no hats, caps, scarves, etc. covering the head are allowed in the classroom. This refers to both ladies and gentlemen.**

#### **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**  
**Spring Semester 2019 (FY201914)**  
**January 7, 2019 – May 2, 2019**

**WEEK 1**

<b>Date</b>	<b>Tutorial</b>	<b>Content</b>	<b>Assignments &amp; Test Due Dates</b>	<b>Competency Area</b>
January 7 - 13	<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 January 16.**

**WEEK 2**

<b>Date</b>	<b>Tutorial</b>	<b>Content</b>	<b>Assignments &amp; Test Due Dates</b>	<b>Competency Area</b>
January 14 - 20	<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 January 23.**

**WEEK 3**

<b>Date</b>	<b>Tutorial</b>	<b>Content</b>	<b>Assignments &amp; Test Due Dates</b>	<b>Competency Area</b>
January 21 - 27	<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 January 30.**



### WEEK 4

Date	Tutorial	Content	Assignments & Test Due Dates	Competency Area
January 28 – February 3	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 April 24.**

### WEEK 5

Date	Tutorial	Content	Assignments & Test Due Dates	Competency Area
February 4 - 10	4	Coding and Testing	Continue coding and testing.	1,2,3 a,c

**\*Week 5 assignments must be completed and turned in before midnight April 24.**

### WEEK 6

Date	Tutorial	Content	Assignments & Test Due Dates	Competency Area
February 11 - 17	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 April 24.**

### WEEK 7

Date	Tutorial	Content	Assignments & Test Due Dates	Competency Area
February 18 - 24	4	Coding and Testing	Continue coding and testing.	1,2,3 a,c

**\*Week 7 assignments must be completed and turned in before midnight April 24.**

### WEEK 8

Date	Tutorial	Content	Assignments & Test Due Dates	Competency Area
February 25 – March 3	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 April 24.**

## WEEK 9

Date	Tutorial	Content	Assignments & Test Due Dates	Competency Area
March 4 - 10	4	Coding and Testing	Continue coding and testing.	1,2,3 a,c

**\*Week 8 assignments must be completed and turned in before midnight April 24.**

## WEEK 10

Date	Tutorial	Content	Assignments & Test Due Dates	Competency Area
March 11 - 17	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 April 24.**

## WEEK 11

Date	Tutorial	Content	Assignments & Test Due Dates	Competency Area
March 18 - 24	4	Coding and Testing	Continue coding and testing.	1,2,3 a,c

**\*Week 8 assignments must be completed and turned in before midnight April 24.**

## WEEK 12

Date	Tutorial	Content	Assignments & Test Due Dates	Competency Area
March 25 - 31	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 April 24.**

## WEEK 13

Date	Tutorial	Content	Assignments & Test Due Dates	Competency Area
April 8 - 14	4	Coding and Testing	Continue coding and testing.	1,2,3 a,c

**\*Week 8 assignments must be completed and turned in before midnight April 24.**

## WEEK 14

Date	Tutorial	Content	Assignments & Test Due Dates	Competency Area
April 15 - 21	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 April 24.**

## WEEK 14

Date	Tutorial	Content	Assignments & Test Due Dates	Competency Area
April 22 - 28	5	Documentation	Document your work. Send copy to instructor.	4 a,c

**\*Week 9 assignments must be completed and turned in before noon May 2.**

## WEEK 15

Date	Tutorial	Content	Assignments & Test Due Dates	Competency Area
April 29 – May 2	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 May2.**

### 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.