



**CIST2991 CIST Internship
COURSE SYLLABUS
Spring Semester 2020**

COURSE INFORMATION

Credit Hours/Minutes: 3/6750

Campus/Class Location: Vidalia Campus/Internship site

Class Meets: Go to internship site **Monday – Thursday March 4 – May 4, 2020 for 7 ½ weeks**

Course Reference Number (CRN): **40374**

INSTRUCTOR CONTACT INFORMATION

Instructor Name: **Ms. Stephanie Moye**

Email Address: [Stephanie Moye smoye@southeasterntech.edu](mailto:Stephanie.Moye@southeasterntech.edu)

Campus/Office Location: **Vidalia Campus, Gillis Building, Room 813**

Office Hours: **2:00pm – 4:30pm Monday - Thursday**

Phone: **912-538-3161**

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

No supplies & software are needed for this course.

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

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

Information Technology Skills, Work Ethics in the Work Environment,

PREREQUISITE(S)

Program Admission

COURSE OUTLINE

- (1) Information Technology Skills
- (2) Work Ethics in the Work Environment

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

- **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.**
- **Complete all work assignments that include:**
 - **Timesheets: Must be turned in weekly and signed by supervisor at the internship site.**
 - **Journal:** Students are required to keep a journal detailing what was done on the days worked at the internship site. *The journal must be typed* and turned in weekly along with the corresponding timesheet inside the Blackboard weekly assignment folder. The journal will begin with the initial contact with your internship supervisor.
 - The journal should include:
 - job duties, assignments, and any other tasks that were completed or observed
 - detail how the job duties/assignments/tasks are necessary for the daily operation of the agency
 - detail daily interaction with supervisor and other members of the agency
 - include the likes and dislikes of the internship
 - **Midterm and Final Evaluations: Evaluations must be completed and signed by the supervisor at the internship site. These are to be turned in by the specified due date located in the course lesson plan to the instructor.**
- **Communicate with instructor once per week via work journals through the student's blackboard course. (*Students will advise instructor of what they are doing at the internship site and how things are going with the journals. Students may also communicate any questions, concerns, etc. to the instructor via email. Students are advised to check their email account at least twice weekly.*)**
- **Abide by all rules, regulations, and policies of the internship worksite.** This information will be provided to the student by the worksite. Violation of the rules, regulations, or policies of the worksite may result in termination of the internship. If a student is terminated for any reason by the internship worksite, a grade of "F" (Failing 0-59) will be given.

ATTENDANCE GUIDELINES

Internship attendance is a very important aspect of a student's success. Being absent from the internship worksite 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 internship attendance rests with the student. Regular and punctual attendance at the internship site is required for student success. Students will be expected to complete all hours 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.

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 1210

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

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, 478-289-2274, Building 1, Room 1210

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

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.

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...)

Timesheets and journals must be turned in based on the lesson plan due date. Penalty for lateness will be incurred with 10 points deducted daily. The exit exam must be taken at the time scheduled between the student and instructor. No makeups

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:

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 165, 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 1210, 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 \(STC\) 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
Supervisor’s Evaluation	60%
Timesheets & Journals	40%

GRADING SCALE

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

NEED ASSISTANCE IN PREPARING A RESUME OR INFORMATION ON CURRENT JOB OPENINGS? PLEASE CONTACT:

Lance Helms

Director of Career Services

Office 158-C, Main Building, Vidalia campus

912-538-3207

Email address: (lhems@southeasterntech.edu); [Lance Helms](#)

CIST2991 CIST Internship Spring Semester 2020 Lesson Plan

Date	Week	Content/Assignments/Tests/Due Dates	Competency Area
January March 4 - -6	Week 1	<ul style="list-style-type: none"> - Initial contact w/ Instructor (review syllabus/lesson plan, rules, regulations, and completion of forms) - Begin working required 112.5 hours - Instructor will make contact w/ employer - Turn in signed Internship Agreement Forms - Log onto Blackboard to see CIST2991 course 	1, 2 a, b, c
March 9-13	Week 2	<ul style="list-style-type: none"> - Turn in Timesheet & Journal Report for the Weeks 1 - Continue working required hours 	1, 2 a, b, c
March 16 - 20	Week 3	<ul style="list-style-type: none"> - Turn in Timesheet & Journal Report for the Weeks 2 - Instructor to visit student at worksite (will arrange a time) - Continue working required hours 	1, 2 a, b, c
March 23 - 27	Week 4	<ul style="list-style-type: none"> - Turn in Timesheet & Journal Report for the Weeks 3 Mid-Point of the Semester - Turn in Mid-term Employer Evaluation - Email instructor to inform how internship is going - Continue working required hours 	1, 2 a, b, c
March 30 – April 6	Week 5	<ul style="list-style-type: none"> - Turn in Timesheet & Journal Report for the Weeks 4 - Continue working required hours 	1, 2 a, b, c
April 6-10		<p>SPRING BREAK WEEK <i>(Students do not have to put in hours at internship site this week, but may if choose to.)</i></p>	
April 7-13	Week 6	<ul style="list-style-type: none"> - Turn in Timesheet & Journal Report for the Weeks 5 - Instructor to visit student at worksite (will arrange a time) - Email instructor to inform how internship is going - Continue working required hours 	1, 2 a, b, c
April 14-20	Week 7	<ul style="list-style-type: none"> - Turn in Timesheet & Journal Report for the Weeks 6 - Continue working required hours 	1, 2 a, b, c
April 20-22	Last days	<ul style="list-style-type: none"> - Turn in Timesheet & Journal Report for the Weeks 7 - Continue working required hours - Turn in Employer Final Evaluation 	1, 2 a, b, c
April 22	Semester Ends	Instructor will send a survey to the student and Employer	1, 2 a, b, c

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.