



SYLLABUS
COLLEGE OF COMPUTING AND SOFTWARE ENGINEERING
DEPARTMENT OF INFORMATION TECHNOLOGY
CCSE 4983 INTERNSHIPS
SPRING 2023

Course Information

Class meeting time/location: Hybrid

Instructor

Name: Darin Morrow

E-mail: dmorro21@kennesaw.edu

Office Location: Atrium J:303

Office/Cell Phone: O/C: 404-285-9405

Office Hours: In-Person M-4:30-5:30pm, Th 4-5pm; Virtual–Wed 4-7pm or anytime by appointment

Course Communication:

- Email is the best way to reach the instructor. Use D2L email if possible. Instructor's KSU email (dmorro21@kennesaw.edu) should only be used when you don't have access to D2L site.
- Students' emails will be replied WITHIN 24 hours during the weekday. Weekend and holidays don't apply.
- When email the instructor using accounts other than D2L email, put the course number in the subject line. Emails without proper subject line will not be replied.
- Avoid using personal email. Sensitive information (such as your grades) can ONLY be sent to D2L email or KSU email account.

Course Description

Prerequisites/Corequisites: 30 credit hours must be completed prior to enrolling in internship.

Credit Hours: 3-9-3 (3 hours of lecture, 9 lab hours, 3 hours credit)]

Required Texts: N/A

Recommended Texts: N/A

Course Description: This course helps students gain practical experience through real-world projects and professional work. Students will demonstrate an ability to apply computing principles and technologies relevant to their major in a specific real-world project jointly supervised by an industry mentor and a faculty advisor. Students will work in a project team in an enterprise environment demonstrating ethical behavior as a computing professional, an understanding of social, professional and ethical issues related to computing, and an ability to integrate the knowledge acquired in preceding courses. Communication skills and leadership

are also evaluated as well as professional computing skills and knowledge. 150+ hours per semester required at an internship site. The course cannot be repeated for credit.

Technology Requirements:

- This class uses D2L as hosting site. Run a system check to ensure your computer work with D2L. Check out UITS D2L training: <http://uits.kennesaw.edu/support/d2ltraining.php>.
- Internet Connection. A high-speed Internet connection such as DSL or cable Internet access is highly recommended. You may also use computer labs on campus to complete the coursework.
- A web camera is required for a student to take final exam.
- Microsoft Teams – recorded lectures will be recorded using Teams.

Student Learning Outcomes

By the end of this course, a student should be able to:

- Demonstrate an ability to apply computing principles and technologies relevant to their major in a specific real-world project.
- Demonstrate an ability to work effectively in teams in a working environment.
- Demonstrate ethical behavior as a computing professional and an understanding of social, professional and ethical issues related to computing.
- Demonstrate both written and oral communication skills appropriate to the major to convey the tasks and accomplishments related to the internship assignment.
- Display the skills and knowledge to be employable in positions that utilize computing principles and technologies.
- Evaluate the skills and knowledge learned in the classroom in relation to the skills and knowledge required to complete the internship

Course Requirements and Assignment

List of each assignment in as much detail as possible. Include course requirements such as participation and/or attendance.

Evaluation and Grading Policies

Weight Distribution

Grade Conversion: You can receive an “S” or “U” for this course

Grade Indicator: Please insure you are following grades in D2L.

Your grade is based on the following:

Grading Item	Weight
Status Reports	25%
Experience <ul style="list-style-type: none">• Internship Posters• Internship Video Blog	25%
Final Reflection Report	25%

Evaluations <ul style="list-style-type: none"> • Virtual Midterm Eval w/ Instructor • Supervisor Evaluation 	25%
Total	100%

Grading Scale:

You must complete each assignment and achieve a

- $\geq 70\%$ S (satisfactory)
- $< 70\%$ - U (unsatisfactory)

Course Policies

Course Attendance Policy

- Online

Grading Items Turnaround Time

- The grades for all assignments will be available 48 business hours after the due date

Assignments & Exam Policy

- All assignments **MUST** be submitted through D2L (<https://kennesaw.view.usg.edu/>) course website by the deadline specified in course calendar. Email submission will **NOT** be accepted.
- Any assignment that is more than 24 hours late will **NOT** be accepted, unless approved by instructor **PRIOR** to the due date.

Proctored Exam: N/A

Student Responsibility

For this class, you are expected to spend seven to eight hours each week on coursework:

- Check KSU email regularly.
- Login D2L course website frequently to access the course material (at least every week);
- Follow the weekly study guide in the learning module.
- Complete assigned assignments on time.
- Communicate, Communicate, Communicate with me

Tips for Effective Online Learning

For an online class, students can really enjoy the benefits of learning at you own pace and at the place of your choice. Below are some tips for effective online learning.

- *Check D2L course website frequently.* It's recommended that students should login D2L course site **AT LEAST** every other day. Always be aware of status of the course. Take advantage of the posted learning material such as recorded lectures.
- *Work with the instructor closely.* If you have any question, contact the instructor immediately. You can either email or text me and your message is guaranteed to be replied within 12 hours.
- *Start your work early.* If you can start a task early, don't start late. Assuming you spend the same amount of time completing the task, starting later will be much more stressful than starting early. Never start until the last minute! You'll have no turnaround time if you need help

or something happens.

- *Keep up with the work.* Don't fall behind. If you do, contact the instructor immediately for what you need to do. The instructor may also contact you if he is concerned. Respond to the instructor's inquiry promptly. Don't take a zero on an graded work.

Class Communication Rules

In any classroom setting there are communication rules in place that encourage students to respect others and their opinions. In an online environment, the do's and don'ts of online communication are referred to as **Netiquette**. As a student in my course you should:

- Be sensitive and reflective to what others are saying.
- **Avoid typing in all capitals** because it is difficult to read and is considered the electronic version of 'shouting'.
- Don't flame - These are outbursts of extreme emotion or opinion.
- Think before you hit the post (enter/reply) button. You can't take it back! Don't use offensive language.
- Use clear subject lines.
- Don't use abbreviations or acronyms unless the entire class knows them. Be forgiving. Anyone can make a mistake.
- Keep the dialog collegial and professional, humor is difficult to convey in an online environment.
- Always **assume good intent** and **respond accordingly**. If you are unsure of or annoyed by a message, wait 24 hours before responding.

Course Schedule

The course schedule is tentative and is subject to change. Please use D2L course calendar as accurate due dates.

Academic calendar can be found at: <https://registrar.kennesaw.edu/academic-calendars/spring-2021-academic-calendar.php>

Weeks	Dates	Class Actions	Assignments Due
1-2	1/9-1/22	<i>Get Started</i>	Status Report 1
2-3	1/23-2/5	<i>Learn something; Do something</i>	Status Report 2
4-5	2/6-2/19	<i>Learn something; Do something</i>	Status Report 3
6-7	2/20-3/5	<i>Learn something; Do something</i>	Status Report 4;
Break			
8-9	3/13-3/26	<i>Learn something; Do something</i>	Status Report 5; Experience Poster due 3/19
10-11	3/27-4/9	<i>Learn something; Do something</i>	Status Report 6; Video Blog due 4/2
12-13	4/11-4/23	<i>Meet with supervisor, obtain evaluation</i>	Status Report 7; Supervisor Evaluation
14-15	4/24-5/2	<i>Finish your final report</i>	Final Reflection Report

Institutional Policies

- [Federal, BOR, & KSU Course Syllabus Policies](#)

- [Academic Integrity Statement](#)
 - Examples of violation of academic integrity: 1) copy from others or from Internet; 2) allow others to copy your work; 3) use other's help or help other in completing the quizzes or exams.
 - The first violation of academic integrity, the student will immediately receive 0 for the associated grading item. For the 2nd violation, the student will receive a fail grade for this course.

KSU Statements on COVID-19

Course Delivery

KSU may shift the method of course delivery at any time during the semester in compliance with University System of Georgia health and safety guidelines. In this case, alternate teaching modalities that may be adopted include hyflex, hybrid, and synchronous online, or asynchronous online instruction.

COVID-19 illness

If you are feeling ill, please stay home and contact your health professional. In addition, please email your instructor to say you are missing class due to illness. Signs of COVID-19 illness include, but are not limited to, the following:

- Cough
- Fever of 100.4 or higher
- Runny nose or new sinus congestion
- Shortness of breath or difficulty breathing
- Chills
- Sore Throat
- New loss of taste and/or smell

COVID-19 vaccines are a critical tool in “Protecting the Nest.” If you have not already, you are strongly encouraged to get vaccinated immediately to advance the health and safety of our campus community. As an enrolled KSU student, you are eligible to receive the vaccine on campus. Please call (470) 578-6644 to schedule your vaccination appointment or you may walk into one of our student health clinics.

For more information regarding COVID-19 (including testing, vaccines, extended illness procedures and accommodations), see KSU's official Covid-19 website.

Face Coverings

Based on guidance from the University System of Georgia (USG), all vaccinated and unvaccinated individuals are encouraged to wear a face covering while inside campus facilities. Unvaccinated individuals are also strongly encouraged to continue to socially distance while inside campus facilities, when possible.

Student Resources

This link contains information on help and resources available to students: [KSU Student Resources for Course Syllabus](#)