CSE6983 Internship

(or CS 7995)

Instructor

Dawn Tatum, Lecturer
E-mail: dtatum7@kennesaw.edu *Preferred method of contact; make sure you contact the instructor using your student email – do not email the instructor through D2L.
Office Phone: 470-578-3797
Cell Phone: 404-444-3748
Office Location: Marietta Campus, Building J, Room 358
Office Hours: Mon: 3-5pm/Thurs 1-3pm

Email and Classroom Response Times:
I will check my email at least once a day, not including weekends or holidays. During the week, I will respond to all emails within 24 hours. Over the weekend (starting Friday at 3 p.m.) I will respond to all emails within 48 hours. During holidays and school breaks, response may take longer. For emergencies, students should call the instructor via the office phone and if necessary, call the instructor cell phone. When calling the instructor, if you leave a message, please include your full name, the course that you are calling about (and section: online or face to face) and a good contact (email or phone). All assignments will be returned within 10 days.

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.

Prerequisite Courses: (completion of transition courses or equivalent) and at least 9 hours of graduate courses.

Course Objectives

- Gain practical experience through real-world projects and professional work.
- Provide work and practical experiences to help the student understand professional and ethical aspects of computing.
- Learn how to communicate effectively as computing professional with users, peers, and higher management.
- Provide work and practical experiences to help the student understand professional and ethical aspects of computing.
- Prepare students for employment in the computing profession.

Learning Objectives:

On completion of the course, students will 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.

Required Textbook/Supporting Materials

Textbook: None
Reference Materials:
- Florida State University Career Portfolio page: http://www.career.fsu.edu/portfolio/.
- Career Preparation: http://www.ccd.me.edu/careerprep/.
- American Psychological Association. (2001). Publication Manual of the American Psychological Association (5th ed.), Washington DC: http://www.acrn-journals.eu/resources/APA-Reference-Guide.pdf

Reference Guide: IEEE Style: https://www.ieee.org/documents/style_manual.pdf

Minimum Technology Requirements

Online learning requires access to computer resources. Generally, basic standards include a computer (either a PC or a Mac) that is less than five years old, equipped with at least Microsoft Office 2007 (including Word, PowerPoint, and Excel) and recent versions of free media players (e.g. RealPlayer, Windows Media Player, QuickTime).

Your internet connection will also be important to your ability to access information. A basic dial-up connection will not be satisfactory. Faculty often use audio and video files that would take a very long time to download over slow internet connections. We highly recommend a high-speed internet connection for taking online courses.

Minimum Technical Skills

Online courses normally require participants to have average computer literacy. Students should be proficient with the basic functions of standard software packages (e.g., MS Word, MS Excel, MS PowerPoint, and Adobe Reader) and standard players (e.g., QuickTime, Windows Media Player). These programs will need to be accessible to students through home use or other computer access. A list of primers on many of these technologies is available at
https://apps.kennesaw.edu/portal/prod/app_uni_cdoc_publ/documents/

A working knowledge of the D2L learning management system is required for participation in online courses.

Grading

BiWeekly Status Reports	20%
Midterm Faculty /Sponsor Evaluation	20%
Final Report	20%
Poster	20%
Final Supervisor Evaluation	20%
Total	**100%**

Grade Conversion: S: (70-100), **U**: (0-69)
Detailed grading criteria are available in D2L.

Grades are weighted according to the scale above.

Assignment Policies

Course Outline

Below is an outline of the content and activities in each unit of the course. All due dates for activities are in D2L Assignments are due by the deadline shown in D2L.

Modules	Content/Activities	Dates
Start Here	Course Introduction Syllabus	Mon, Jan 8- Sun, Jan, 14

	Status Report	Mon, Jan 15- Sun, Jan 28
	Status Report	Mon, Jan 29- Sun, Feb 12
Student needs to schedule meeting with CCSE internship coordinator (your internship faculty)	Status Report	Mon, Feb 13 – Sun, Feb 25
Evaluations	Midterm Faculty Evaluations (between Mon Feb 26 – Mar 30)	Mon, Feb 26 - Sun, Mar 11 (**Last Day to Withdraw Feb 28**)
Poster	Status Report Work on Final Report Work on Poster for CCSE C-Day **Poster Due (MUST be Turned in by April 1!)**	Mon, Mar 12 – Sun, Mar 25
Video Blog	Status Report	Mon, Mar 26 – Sun, April 8
Final Report	Status Report	Mon, April 9 – Sun, April 22
Final Report Poster	Final Report Due **CCSE C-Day 4pm on Campus, April 26th** **(MUST attend w/poster or notify internship coordinator)** Status Report Final Supervisor Evaluation Due	Mon, April 23 – Mon, April 30

Course Expectations

Expectations/Class Participation

This course has an online component in Brightspace/D2L. To help facilitate interaction, the instructor has numerous discussion forums that can help you get to know your fellow classmates. Please take advantage of these forums to interact and network, share good tutorials you may have found and IT events happening around campus or close to campus.

The instructor expects that you will review the materials provided, and complete the assigned work on time.

It is the students' responsibility to keep up with the material and assignments in the course. Any issues and/or concerns should be communicated to the instructor as soon as possible. It is the students' responsibility to ask for assistance from the instructor if he/she is having trouble understanding the material in this course.

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 this 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.

Late Assignments

All assignments will be considered late after 23 hrs, 59 minutes past the due date/time. No assignments will be accepted after this deadline except in the case of a documented emergency. The instructor must be notified within one week of the assignment that is to be considered for late submission in the case of an emergency.

Student Responsibility

During each week, students are expected to:
- Check D2L course website regularly;
- Complete and submit assigned work on time.

Tips for Effective Online Learning

Below are some tips for effective online learning:
- **Check the D2L course website regularly.** Always be aware of the current status of the course. It might be helpful to subscribe to the RSS feeds within the News

Tool, sign up for text message alerts, or subscribe to your posts within the Discussion Tool. By taking advantage of the tools within the environment and the posted learning material, you can maintain an enhanced learning experience.

- **Work closely with your instructor.** If you have any questions, please contact me immediately. The best way to contact me if via email or text, and you will be guaranteed to have a reply within 12 hours.
- **Begin 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 wait until the last minute to begin an assignment! You'll have no turnaround time if you need help or something happens.

What is Plagiarism?

Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as one's own. If you are unaware or uncertain on how to properly cite a particular source, please do not neglect to add the citation—that is considered plagiarism.

If you have questions on how to cite your work, please contact me immediately! For more information, please refer to the "Plagiarism Policy" under the *Policies* section of this syllabus.

Turnitin

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

Help Resources

Contacts to get Help

Student Help Desk studenthelpdesk@kennesaw.edu or call 470.578.3555
D2L FAQ's click here
D2L Student User's Guide click here
UITS Student Training Workshop Schedule click here

Additional Resources

Remote access to Library Resources: http://library.kennesaw.edu/
Student Support:

http://learnonline.kennesaw.edu/resources/student_support_resources.php
Tutoring and Academic Support:
http://learnonline.kennesaw.edu/resources/tutoring_academic_support.php
Advising: http://learnonline.kennesaw.edu/resources/advising.php
Bookstore: http://bookstore.kennesaw.edu/home.aspx

University Policies

Academic Honesty

Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section II of the Student Code of Conduct addresses the University's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University materials, misrepresentation/ falsification of University records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the University Judiciary Program, which includes either an "informal" resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct's minimum one semester suspension requirement.

Plagiarism Policy

No student shall receive, attempt to receive, knowingly give or attempt to give unauthorized assistance in the preparation of any work required to be submitted for credit as part of a course (including examinations, laboratory reports, essays, themes, term papers, etc.). When direct quotations are used, they should be indicated, and when the ideas, theories, data, figures, graphs, programs, electronic based information or illustrations of someone other than the student are incorporated into a paper or used in a project, they should be duly acknowledged.

Disability Statement

Kennesaw State University provides program accessibility and reasonable accommodations for persons defined as disabled under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Kennesaw State University does not deny admission or subject to discrimination in admission any qualified disabled student.

A number of services are available to help students with disabilities with their academic work. In order to make arrangements for special services, students must visit the Office for Student Disability Services and make an appointment to arrange an individual assistance plan. In most cases, certification of disability is required.

Special services are based on

- medical and/or psychological certification of disability,
- eligibility for services by outside agencies, and
- ability to complete tasks required in courses.

ADA Position Statement

Kennesaw State University, a member of the University System of Georgia, does not discriminate on the basis of race, color, religion, age, sex, national origin or disability in employment or provision of services. Kennesaw State University does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.

The Americans with Disabilities Act (ADA), Public Law 101-336, gives civil rights protections to individuals with disabilities. This statute guarantees equal opportunity for this protected group in the areas of public accommodations, employment, transportation, state and local government services and telecommunications.

The following individuals have been designated by the President of the University to provide assistance and ensure compliance with the ADA. Should you require assistance or have further questions about the ADA, please contact:

- ADA Compliance Officer for Students
  470-578-6443
- ADA Compliance Officer for Facilities
  470-578-6224
- ADA Compliance Officer for Employees
  470-578-6030

For more information, go to: http://www.kennesaw.edu/stu_dev/dsss.