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KENNESAW STATE UNIVERSITY

SYLLABUS
COLLEGE OF COMPUTING AND SOFTWARE ENGINEERING
DEPARTMENT OF SOFTWARE ENGINEERING
CCSE 4983: CSE COMPUTER INTERNSHIP
SUMMER 2024

Course Information

Class meeting time: Section W01
Modality and Location: online
Syllabus posted in D2L

Instructor Information

Instructor of Record
Name: Darin Morrow
Email: dmorro21@kennesaw.edu
Office Location: Atrium J-303
Office Phone: 404-285-9405
Office Hours: In-Person: Th 4-5pm, Virtual Weekdays 5-6pm; or by appointment.
Preferred Method of Communication: D2L Email, Email, Teams, Text
Remember to use netiquette guidelines in an online communication environment. Responses are provided within 24 hours or 48 hours if over the weekend.

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 2 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.

Course Materials

Required Texts: None.

Online lectures: At the beginning of every module, I will record a short lecture and post it in D2L. I will provide a link to the lecture in an announcement. You will be responsible for reviewing the recorded lecture. Lecture

material and other documents and files can be downloaded in alternate formats using the "alternate formats" option in D2L pages.

Technology Requirements:

- This class uses D2L as the hosting site. Run a system check to ensure your computer works with D2L. Check out [D2l Training](#).

- 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.

- **You are required to use Microsoft Teams for class collaboration and class meetings that the instructor may schedule. However, your working teams may use any collaboration tool that you choose.**

- See ICDW minimum technology requirements below.

Technology support for KSU systems including D2L is available by emailing studenthelpdesk@kennesaw.edu or calling 470-578-3555. Please do not email technology problems to your instructor.

Learning Outcomes

Upon completion of this course, students will be able to:

- LO1: Demonstrate an ability to apply computing principles and technologies relevant to their major in a
- specific real-world project.
- LO2: Demonstrate an ability to work effectively in teams in a working environment.
- LO3: Demonstrate ethical behavior as a computing professional and an understanding of social,
- professional and ethical issues related to computing.
- LO:4 Demonstrate both written and oral communication skills appropriate to the major to convey the tasks and accomplishments related to the internship assignment.
- LO5: Display the skills and knowledge to be employable in positions that utilize computing principles and technologies.
- LO6: Evaluate the skills and knowledge learned in the classroom in relation to the skills and knowledge required to complete the internship.

Course Requirements and Assignments

Below are the course modules, graded items and how those items support the course learning objectives and learning outcomes. **D2L is the final authority on due dates.**

All activities are due on Sunday at 11:30pm

Modules	Content	Activities	Course Level Objectives
Start Here	Course Introduction	Syllabus	N/A
Status Reports	Template	Every ~2 weeks, a status report is due.	LO1-LO5
Poster	Template	Follow template.	L01-L06
Video Blog	Presentation	Submit video	L01-L06
Supervisor Evaluation	Link/Template		L01-L06
Final Report (Reflection)	Review Links	Follow Template and Submit Survey	L01-L06

Evaluation and Grading Policies

Course Information: The D2L content, links and other supplemental material will be the basis for all test taking and assignments. You will have 7 status reports, a poster, video blog, supervisor evaluation, and final report

Course Schedule Course due dates are as noted in the calendar tool in D2L.

Grade Conversion: You can receive an "S" or "U" for this course.
Grade Indicator: Please ensure you are following grades in D2L.

Your grade is based on the following:

Grading Item	Weight
Status Reports (must obtain an avg of 70) • Seven status reports	25%
Experience (must obtain an avg of 70) • Internship Posters • Internship Video Blog	25%
Final Reflection Report (must obtain a 70)	25%
Supervisor Evaluations (must obtain a 70)	25%
Total	**100%**

Grading Scale:
You must complete each assignment category with a

- **>=70% S (satisfactory)**
- **<70% - U (unsatisfactory)**

Meaning – all assignment submissions are required😊

Course Policies

Course Attendance Policy

- For an online course, there is no attendance taken, however, students are expected to subscribe to the discussion forums and enter an email address that will be closely monitored for course updates and notices.
- For the on campus/hybrid section, students are expected to come to each class on time. Stay during the whole class period.
- For both campus/hybrid and online section, students' attendance is also measured by how often a student login in D2L course website, participation of online discussion, as well as on-time completion of homework.

Assignments, Discussion & Quiz/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 less than 48 hours late is subject to a 10% penalty per day.**
    - **Any assignment that is more than 48 hours late will NOT be accepted.**
    - **Please note all due and end dates.**
- The grades for labs/assignments/projects/discussions will be available 72 business hours after the due date.
- Use the Kennesaw State University netiquette guidelines in an online communication environment.

- AI Use Not Allowed,

Online Learning

Students attending this class should realize the nature of the course they are enrolled in. This is a completely online class. There will be NO face-to-face interactions expected between the students and the instructor. Students are always encouraged to interact with the instructor via discussion posts for topics of interest to the entire class or email for items that are personal or confidential. Students will also interact with each other virtually, through online discussions in D2L, and through assignments. In order to ensure the student does not fall behind it is STRONGLY encouraged that students keep to the schedule suggested in this syllabus in the Schedule section below. Some classes have periodic reporting requirements, while others do not. If this class does not, the student should make a concerted effort to maintain currency and not wait until the last minute to complete assignments. Every reasonable effort is being made to facilitate quality learning in this online format.

KSU has a variety of support services to facilitate student learning and engagement. These resources will include descriptions of student services and resources, including how learners can use them to succeed and how learners can obtain them:

- Student Success Services department http://studentsuccess.kennesaw.edu/
- Department of Student Engagement http://studentengagement.kennesaw.edu/
- Department of Student Life http://studentlife.kennesaw.edu/
- Writing center http://writingcenter.kennesaw.edu/
- KSU Library http://library.kennesaw.edu/
- UITS Student Training (Owl Train) http://uits.kennesaw.edu/support/training.php
- College Undergraduate Advising Services http://coles.kennesaw.edu/programs/undergraduate/academic-advising.php
- Graduate University Student Services http://graduate.kennesaw.edu/students/
- Undergraduate Student Government http://sga.kennesaw.edu/
- Graduate Student Association http://graduate.kennesaw.edu/students/gsa.php

Minimum Technology Requirements

In order to complete this course, the student must have access to the following technologies:
- A computing device - desktop, laptop, tablet, or smart phone capable of:

- o accessing Internet-based content
- o displaying recorded video
- o playing recorded audio - with speakers or headphones
- o recording audio - with microphone or headset
- o capturing your image and actions during exams - with a web camera (see RLDB & Respondus Monitor)
- o Ability to install MS Project
- Internet access of sufficient speed to download/display recorded lectures.
- Freeware or trialware software capable of creating slide + audio presentations.
- Standard office productivity applications like MS Word, Excel, PowerPoint, and Adobe Reader
- A printer (optional for printing course calendars, etc.)
- Microsoft Teams is required for class video instruction and quicker communications.

Academic Integrity Statement

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. Students are encouraged to study together and to work together on non-exam class assignments and lab exercises; however, the provisions of the STUDENT CONDUCT REGULATIONS, II. Academic Honesty, KSU Undergraduate Catalog will be strictly enforced in this class.

Students caught violating the KSU policy on Academic Integrity in this course will be subject to the following:

First the instructor will query the KSU SCAI office to determine if the student has a prior SCAI violation. if the student does, the entire case will automatically be deferred to the SCAI office for processing.

If not, the student will then be notified by KSU email as to the potential or alleged violations of KSU SCAI policy. If the instructor feels the evidence is sufficient, they will also include an informal penalty. Students have 2 business days (48 hours) to respond to the instructor, providing any information or justification for their actions. They will also indicate whether they a) acknowledge their responsibility and fault in the allegations and accept the offered informal penalty or b) refute any allegations, or deny responsibility, and request a formal hearing by the KSU SCAI office. Failure to respond within this period will be viewed as a default admission of guilt of any alleged violations, and the case referred to SCAI for a hearing.

For a first offense (in this course) a 0 (zero) on the assignment in question, and up to an "F" for the course, at the discretion of the instructor.
For a second offence (in this course) an "F" will be assigned for the course, at the discretion of the instructor.
All documented Academic Integrity violations WILL BE reported to the KSU Student Conduct and Academic Integrity Office for filing.

Students accepting the informal resolution MUST remain in the course for the duration of the term. Students charged with SCAI violations who subsequently drop the course will automatically be referred to the SCAI office, without further discussion, even if the student has accepted the informal resolution.   Any student referred to the SCAI office for formal review will be subject to SCAI hearings and possibly a mandatory 1-semester suspension on 1st offense or 1-year suspension on 2nd offense.

All assignments, exams, projects, papers, etc., must be the original work of the student. Original work may include the thoughts and words of others, but such thoughts or words must be identified using quotation marks or indentation and must properly identify the source. At all times, students are expected to comply with the department's accepted citation practice and policy. The University and its faculty are committed to maintaining high standards of academic integrity. Student work will be routinely submitted to plagiarism detection tools (such as those at www.turnitin.com) for review.

Work is not original when it has been submitted previously by the author or by anyone else for academic credit. Work is not original when it has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for credit at the time the work is being submitted, or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used before or during the course of the examination, reexamination, or remediation.

In accordance with KSU Policy

"Engaging in any behavior which a professor prohibits as academic misconduct in the syllabus or in class discussion is cheating. 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. No student may submit the same, or substantially the same, paper or other assignment for credit in more than one class without the prior permission of the current professor(s).

For the complete the SCAI policy visit SCAI policy, from which this information was copied and/or adapted.

Use of Paraphrasing Tools

Recently students have begun using online paraphrasing tools to avoid TII issues. To avoid any confusion or ambiguity with the use of these tools, the use of all such tools is hereby prohibited in this course. Any student caught using a paraphrase tool on an assignment will have their assignment treated like any other plagiarized submission and thus will be subject to SCAI procedures.

TurnItIn & D2L

Any written assignments (including essay questions for the exams) assigned in the course will be evaluated by D2L's TurnItIn (TII) module. Therefore, most written submissions will be submitted in a two-phase approach:

- A complete draft version of the assignment must be submitted to D2L no later than 24 hours prior to the date/time specified in D2L. Once you receive your originality report, you may revise and resubmit it as often as you like to D2L until the due date/time. Note that TII may take up to an hour for a subsequent report.
- A final version of the assignment must be to the same D2L submission folder by the due date and no sooner than 1 hour from the submission time of the draft. The final version will also be reviewed for originality. The final version will count as the final assignment grade as specified by the instructor in the grades area above, using the appropriate rubric. Part of your grade will assess whether you submitted a draft, and whether you improved the TII flagged content from the draft to the final version.
- As a general rule, *ignore the originality score*, instead review the report for flagged content. Any flagged content not directly attributable to instructor-provided materials must be rewritten unless it is considered common usage. (e.g., "Michael J. Coles College of Business, Kennesaw State University" may be flagged but can be safely ignored).
- If a student only uploads a single version, that version will be deemed final and graded as such, even if the student intended it to be a draft. This version will be reviewed for potential TII violations.
- The minimum penalty for failing to submit a complete draft 24 hours prior to the assignment's due date/time AND a FINAL version at least an hour later is 10% of the value of the assignment.

Institutional Policies

Federal, BOR, & KSU Course Syllabus Policies:
http://curriculum.kennesaw.edu/resources/federal_bor_ksu_student_policies.php

Student Resources:
http://curriculum.kennesaw.edu/resources/ksu_student_resources_for_course_syllabus.php

Academic Integrity Statement:
http://scai.kennesaw.edu/codes.php

See a complete list here: https://cia.kennesaw.edu/instructional-resources/syllabus-policy.php

KSU Student Resources

This link contains information on help and resources available to students: KSU Student Syllabus Resources

Security Resources:
- KSU Institute for Workforce Development Resource Page at https://cyberinstitute.kennesaw.edu/resources.php
- KSU Offensive Security Research Club at https://owllife.kennesaw.edu/organization/ksu_offsec
- The Computer Security Resource Center at the National Institute of Standards and Technology http://www.csrc.nist.gov/
- The SANS Institute (System and Network Security) at http://www.sans.org
- Information Security Magazine at http://www.infosecuritymag.com/
- Carnegie Mellon SEI CERT/CC at http://www.cert.org
- ACM Special Interest Group on Security, Audit and Control (SIGSAC) at http://www.acm.org/sigsac/
- Metro Atlanta Information Systems Security Association (ISSA) at http://www.gaissa.org/
- Metro Atlanta Information Systems Audit and Controls Association (ISACA) at https://engage.isaca.org/atlantachapter/home
- Add additional resources, If applicable.

Course Schedule

Please see the table of the course requirements and assignments above. If there is a conflict between the syllabus and D2L notify your instructor immediately but **remember D2L dates rule!**

Week	Modules	Content	Activities	Course Level Objectives
Week 1	Start Here	Course Introduction Syllabus	Syllabus Quiz	N/A
Weeks 1-14	Status Reports	Template	Complete and Submit per D2L	L01-L06
Weeks 8-9	Poster	Template	Complete and submit per D2L	L01-L06
Weeks 10-11	Video Blog	MP4 Examples	Complete and submit via D2L	L01-L06

Weeks 11-12	Supervisor Eval	Template/Link	Submit per D2L	L01-L06
Week 14	Final Report	Template/Survey	Submit per D2L	L01-L06

Additional syllabus information **https://cia.kennesaw.edu/instructional-resources/syllabus-policy.php**

Syllabus Modification

The instructor reserves the right to modify the syllabus or course schedule at any time during the semester, to best meet the objectives of the course. Any changes in assignments or due dates will be announced in a posting in the D2L Discussion area.