



Syllabus
College of Computing and Software Engineering
Fall Semester 2025
CSE 4983: CSE Computer Internship
Darin Morrow

Instructor Information

Darin Morrow

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Office Location: Office Location: Atrium J-3010

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Office Hours:

M/W: 11:30am-12:00pm, 1:00-1:30pm; F:11:00-1:00pm by appointment; Virtual: M-F
8am-6pm by appointment

Preferred Method of Communication: D2L Email, Email, Teams, Text

Course Description

This course gives students the opportunity to apply knowledge of computing in a realistic practical project. Students are expected to write a research paper based on their experiences. 150+ hours per semester required at an internship site. The course cannot be repeated for credit.

Course Information

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

Experiential Field Hours: N/A

Prerequisites and / or Co-requisites: 30 credit hours must be completed prior to enrolling in internship.

Course Learning Outcomes

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

Course Meeting Information

Modality and Location: Online

Course Materials

None.

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 week, a status report is due.	LO1-L06
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

Technology Requirements:

- This class uses D2L as a 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.

Evaluation and Grading Information

Course Information: The D2L content, links and other supplemental material will be the basis for all test taking and assignments. You will have 5 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)	25%
• Seven status reports	
Experience (must obtain 70)	25%
• Poster Presentation	
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

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

Meaning – all assignment submissions are required 😊

Extra Credit

Statement on Feedback Expectations and Turnaround Time

Early Alert / Progress Reports

This class is participating in Early Alerts, which faculty will submit during the first few weeks of class. These reports notify advisors and student success coaches to a range of things like missing class, missing assignments, if you might need to visit tutoring, or could benefit from help with time management or study skills. These are not recorded as grades and are meant to provide you with some additional resources to ensure you can be successful in your class. If you receive notification of an early alert, please take advantage of these resources.

Midterm Grades

A midterm grade may be assigned by the midterm grade due date identified on the academic calendar. This midterm grade is for assessing mid-semester performance at least one week prior to the last day to withdraw without academic penalty. You may view your midterm grade in Owl Express. Note that only your final grade will be officially recorded on your academic transcript.

Course Calendar

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 1-12	Status Reports	Template	Complete and submit per D2L	L01-L06
Weeks 10-11	Poster	Template & MP4		L01-L06
Weeks 11-12	Presentation	Examples		L01-L06

		Complete and submit via D2L		
Weeks 12-13	Supervisor Eval	Template/Link	Submit per D2L	L01-L06
Week 14	Final Reflection Report	Template/Survey	Submit per D2L	L01-L06

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

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.

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

To complete this course, the student must have access to the following technologies:

- A computing device - desktop, laptop, tablet, or smart phone capable of:
 - accessing Internet-based content
 - displaying recorded video
 - playing recorded audio - with speakers or headphones
 - recording audio - with microphone or headset
 - capturing your image and actions during exams - with a web camera (see RLDB & Respondus Monitor)
 - 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.

Kennesaw State University (KSU) may decide to close campuses, operate on a delayed schedule, or transition to remote instruction for inclement weather or in case of emergency.

The University will announce campus closures, delayed schedules, or remote instruction through KSU Alerts sent to your cell number on file and to your university email account. In addition, announcements will be posted on KSU's home page: www.kennesaw.edu.

Our class continuity plan includes:

Communication: Please check D2I Brightspace or e-mail for necessary instructions.

Virtual Classes: If in-person classes are not possible, we may transition to virtual classes using MS Teams.

Assignments and Assessments: Deadlines for assignments and assessments may be adjusted to accommodate the emergency situation.

We understand that emergencies create unique challenges. If you need additional support during an emergency, reach out via Brightspace or e-mail. The university also offers resources such as counseling and academic support, which can be accessed remotely.

Policy on the Usage of Artificial Intelligence

AI Use Prohibited:

You are expected to generate your own work in this class. When you submit any kind of work, you are asserting that you have created it completely on your own unless you indicate otherwise using quotation marks and proper citation for the source(s) you used to help you. Submitting content that has been generated by someone other than you, or that was created or assisted by an AI generative tool is cheating and constitutes a violation of the KSU Code of Academic Integrity.

Institutional Policies

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 5c 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 Department of Student Conduct and Academic Integrity (SCAI), 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.

KSU Disruption of Campus Life policy

All students are responsible for knowing the information, policies and procedures outlined in the Kennesaw State University Codes of Conduct. [Student Conduct and Academic Integrity \(SCAI\)](#) includes: the general Student Code of Conduct, the Residential Code of Conduct, and the Code of Academic Integrity.

KSU Web Accessibility policy statement

Federal law Section 508 Subsection 1194.22 of the Rehabilitation Act and the Board of Regents (BOR) of the University System of Georgia (USG) Web Accessibility Guidelines require that all web content meet the federal government's accessibility guidelines. As such, KSU complies with USG guidelines.

University accessibility assistance is provided by several offices as noted below. Staff in these offices work to accommodate requests for access or assistance with access as soon as possible in order to either accommodate the request or identify an effective alternative for the requester.

Request for Office Contact Number Contact Email

- Student Support Services Student Disability Services 470-578-2666
sds@kennesaw.edu
- Student Technology Assistance Student Technology Assistance
- University Information Technology Services 470-578-3555
studenthelpdesk@kennesaw.edu
- Third Party Technology Assistance University Information Technology Services
470-578-6999 service@kennesaw.edu

KSU Reasonable Accommodations Policy

Students with qualifying disabilities under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act who require "reasonable accommodation(s)" to complete the course may request those from Office of Student Disability Services. Students requiring such accommodations are required to work with the University's Office of Student Disability Services rather than engaging in this discussion with individual faculty members or academic departments. If, after reviewing the course syllabus, a student anticipates or should have anticipated a need for accommodation, he or she must submit documentation requesting an accommodation and permitting time for a determination prior to submitting assignments or taking course quizzes or exams. Students may not request retroactive accommodation for needs that were or should have been foreseeable. Students should contact the office as soon as possible in the term for which they are seeking accommodations. Student Disability Services is located in the Carmichael Student Center in Suite 267 on the Kennesaw campus or Building A in Suite 160G on the Marietta campus. Please visit the [Student Disability Services \(SDS\) website](#)

for more information, or call the office at 470-578-2666 (Kennesaw campus) or 470-578-9111 (Marietta campus).

KSU Enrollment Management/Course Attendance Policy

Students are solely responsible for managing their enrollment status in a class; nonattendance does not constitute a withdrawal.

Copyright Law

It is the responsibility of KSU faculty and students to respect the rights of copyright holders and complying with copyright law. The University System of Georgia recognizes that the exclusive rights of copyright holders are balanced by limitations on those rights under federal copyright law, including the right to make a fair use of copyrighted materials and the right to perform or display works in the course of face-to-face teaching activities.

The University System of Georgia facilitates compliance with copyright law and, where appropriate, the exercise in good faith of full fair use rights by faculty and staff in teaching, research, and service activities. The University System of Georgia ensure compliance with copyright law in the following ways.

1. The USG informs and educates students, faculty, and staff about copyright law, including the limited exclusive rights of copyright holders as set forth in 17 U.S.C. § 106, the application of the four fair use factors in 17 U.S.C. § 107, and other copyright exceptions.
2. The USG develops and makes available tools and resources for faculty and staff to assist in determining copyright status and ownership and determining whether use of a work in a specific situation would be a fair use and, therefore, not an infringement under copyright law;
3. The USG facilitates use of materials currently licensed by the University System of Georgia and provides information on licensing of third-party materials by the University System; and
4. The USG identifies individuals at the University System and member institutions who can counsel faculty and staff regarding application of copyright law.

Protecting Students' Privacy (FERPA)

Students have certain rights to privacy. These rights are mandated by federal policy.

[The Student Handbook](#) contains information regarding Rights Pertaining to Student Records, and FERPA specific details are available on the [Registrar's website](#).

A key requirement of the formal evaluation process is the protection of individual privacy rights concerning educational grading. The University's online learning system and email system is designed to prevent unauthorized individuals from gaining access to sensitive information or information protected by federal or state law. Consequently, faculty and students are strongly encouraged to only communicate regarding course matters through the University's designated technology learning system.

Information should not be made public in any way in which a student's grades, social security number, or other personal information may be identified. Grade information may be shared with members of the KSU community who also have a legitimate educational interest in student success (e.g. academic advisors or members of the Behavioral Response Team). Faculty may be asked to provide early alert information if there is a concern that a student is at risk, academically or otherwise.

KSU Sexual Misconduct Policy

In accordance with federal and state law including, Title IX of the Education Amendments of 1972 ("Title IX") and Title VII of the Civil Rights Act of 1964 (Title VII), the University System of Georgia (USG), including Kennesaw State University, prohibits discrimination on the basis of sex in any of its education programs or activities or in employment. The USG is committed to ensuring the highest ethical conduct of the members of its community by promoting a safe learning and working environment. To that end, Kennesaw State University follows USG Board of Regents Policy Manual, Section 6.7. [Visit Title IX](#).

Withdrawal from Classes

A student who officially withdraws from a course by the end of the last day to withdraw without academic penalty will receive a grade of "W" and receive no credit.

A student will receive a refund only when the student withdraws from ALL courses for the applicable semester and only by the schedule outlined in the University refund policy found in the Tuition, Expenses, & Financial Aid section of the undergraduate and graduate university catalogs.

Students should be aware that a reduction in their hours might result in the loss of full-time student status and thus affect their financial aid, scholarships, athletic and ticket

eligibility, University housing accommodations, use of University resources and access to University facilities, visa for international students, and Veterans Educational Benefits. Students should contact the appropriate office and their academic advisor with questions about the impact of their withdrawal from a course before initiating a withdrawal. Veterans and dependents of veterans who receive educational benefits must notify the Veterans Education Benefits Area in the Office of the Registrar of any course load reductions.

Hardship Withdrawals

If a student experiences significant personal hardship (e.g., medical or family emergency, prolonged illness), the Dean of Students can approve a hardship withdrawal from all courses in the term for which the student is currently registered. In the case of an approved hardship withdrawal from all courses, the Registrar will assign grades of “W” for those classes. The deadline for final approval of a hardship withdrawal by the Dean of Students is the last day of class for which the hardship withdrawal is sought. If the hardship withdrawal process is not complete by the last day of class for which the hardship withdrawal is sought, a student must appeal for a retroactive hardship withdrawal from the Academic Standing Committee.

Appeals for retroactive hardship withdrawals must be directed to the Academic Standing Committee. Retroactive hardship withdrawals are rarely granted if it has been more than one year since the last day of class for which the withdrawal is sought. Extraordinary justification must be shown. In the case of approved retroactive hardship withdrawals, the Registrar will assign a grade of “W.”

University Initiated Withdrawals

If a student is suspended by the Office of Student Conduct following a violation of the University’s Code of Conduct not related to academic dishonesty, the Office of Student Conduct may facilitate a University-initiated withdrawal from courses for which a student is registered for the term. The Registrar will assign grades of “W” for those classes.

Military Withdrawals

A student will receive a “WM” symbol for all courses and a full refund of tuition and mandatory fees and a pro rata refund of other fees for military and other service, as defined by [BOR Policy Manual, Section 7.3.5.3](#). To request a military withdrawal, the student must submit a copy of official orders to the Office of the Registrar.

Academic Feedback

Institutional Chief Academic Officers will encourage faculty to clarify for students, at the beginning of each course, the basis on which grades will be determined and to provide timely academic feedback as the course progresses ([BOR Academic and Student Handbook Policy 2.18](#))

Netiquette: Communication Courtesy

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats (link forthcoming).

Modified Operations Policy

Kennesaw State University is committed to remaining open and continuing full operations, including class schedules, whenever possible. The Office of the President, in consultation with the KSU Office of Emergency Management and other officials, will determine when an emergency impacts KSU's normal operations. When the University is closed due to an emergency, all classes will be canceled, and non-essential personnel will not be expected to work.

When the University shifts to modified operations, Cabinet members, in consultation with the Office of the President or designee and the Office of Emergency Management, will be responsible for determining appropriate operational continuity for their divisions. This may include remote work. During modified operations, each faculty member will be responsible for instructional continuity for their classes. To ensure instructional continuity, all Academic Colleges and Departments are expected to maintain and regularly update instructional continuity plans. All syllabi should also include an instructional continuity plan statement specific to that course.

During a weather event or other emergency, those commuting to campus should exercise their best judgment when determining travel options. If the University remains open and an employee elects not to report to work, the employee will be required to use their accrued vacation time.

The University will announce campus closures and delayed schedules in several ways. The cell phone number on file with the university will automatically receive KSU Alerts, so make sure your information in OwlExpress is accurate at all times. An email will also be sent to your university account.

In addition, announcements will be made by a notice on the [Kennesaw State University home page](#).

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, synchronous online, or asynchronous online instruction. Please refer to the Instructional Continuity statement included in each course syllabus for specific plans.

University Sponsored Academic Resources

University Academic Resources

- [Academic Tutoring Services](#)
- [Disability Resources](#)
- [Division of Organizational Effectiveness, Leadership and Institutional Development](#)
- [Library](#)
- [Supplemental Instruction](#)
- [The Writing Center](#)
- [Virtual Smart Center](#)
- [Academic Advising](#)

Student Resources

- [Student Support Links for Online Learning](#)
- [Student Success Resources](#)
- [Financial Aid](#)
- [Office of the Registrar](#)
- [Office of the Bursar](#)

Grade Appeals and Student Complaints

KSU desires to resolve student grievances, complaints and concerns in an expeditious, fair and amicable manner. The [complaints and concerns webpage](#) was developed to

assist current and prospective students in submitting complaints and appeals, and to direct them to the most effective venue for accurate information and resolution. The resources on the page will direct students to the specific venue to appropriately address the related student complaint.

Complaints for online students are resolved following the same general procedures for students who attend classes on campus. However, for any process that requires a student appear in person, the university may make other arrangements. For processes that cannot be completed via telephone, email, or written correspondence, the university may set up a two-way video-conference site in place of a meeting on the KSU campus.

Technology Resources

For issues with technical difficulties, please contact the Student Helpdesk:

[Fill out a service form](#)

Email: studenthelpdesk@kennesaw.edu

Call 470-578-3555

[New Students Technology Services](#)- Steps that will help you meet the technological requirements of the University.

Any request for make-ups due to technical issues MUST be accompanied by the ticket number received from UITs when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

Additional Technology Resources:

- [1:1 Training Session](#)
- [Computer Labs](#)
- [Browser Checker](#)
- [My KSU Site for Accessing Online Tools](#)
- [USG Desire2Learn Help Center](#)
- [D2L Training Options & Resources for Students](#)
- [Owltrain Online Courses](#)

- [Check Service Outages](#)

Student Support and Wellness Resources

YOU MATTER at KSU, and your well-being is a priority to us. College is exciting, but it can cause students to experience stress and feel overwhelmed. Through counseling, health education, addiction and recovery support, fitness and recreation activities, and access to basic needs, Wellbeing@KSU is here to help you do well and be well.

- [Department of Career Planning & Development](#)
- [Student Health Clinic](#)
- [Military and Veteran Services](#)