Course Information

Class meeting time: TBA
Modality and Location: TBA
Syllabus is posted in D2L

Instructor Information

Name: Dawn Tatum
Email: dtatum7@kennesaw.edu (preferred – sent through regular email, not D2L)
Office Location: J-358
Office phone: 470-578-3797
Office Hours: TBA
Preferred method of communication: KSU email
Emails generally will receive a response within 24 hours. Emails sent after 5 pm Friday, on weekends and during holidays may get a response on the next business day.

Course Description

Include any prerequisites, corequisites, or concurrent prerequisites. Include the number of credit hours.

Use the Course description from the catalog.

Credit Hours: 0 class hours; 9 lab hours; 3 credit hours.

Prerequisite: Senior standing or at least 20 major hours in a CCSE degree program

Concurrent Prerequisite:

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. This course requires 150+ hours per semester required at an internship site. The course can not be repeated for credit.

Course Materials

Required Texts: none
Optional Texts: none
Technology requirements:

Computer courses require 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 recent version of Microsoft Office Suite or equivalent
Your internet connection is important to your ability to access online information and D2L course materials. 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 accessing online materials. You should have a webcam for proctored online exams.

Learning Outcomes

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.

Course Requirements and Assignments

Exams
None

Assignments
There are 8 assignments which you are required to write a status report of your internship experience during a 2 week period. Please be sure to include the number of hours worked. You need to complete a total of 150 hours during the semester to qualify for internship credit.

There is also a poster, video blog and final report due for this course. Templates and/or outlines for each of these can be found in the course module.

Evaluations
Your supervisor will be asked to complete an evaluation for you at the end of the semester based upon the learning outcomes listed in this course. If your supervisor discusses and shares this evaluation with you, please upload it to the dropbox in D2L. If you do not have a copy, please verify with me at least 2 weeks prior to the end of the term to make sure that I have received a copy from your supervisor via email.

Evaluation and Grading Policies

Your final grade will be based on the number of points you earn during the semester.

8 Status Reports: 25% of final grade
Internship Poster: 12.5% of final grade
Internship Video Blog: 12.5% of final grade
Final Report: 25% of final grade
Supervisor Evaluation 25% of final grade
Your grading scale will be as follows:

>=70 - “S” - Satisfactory
<=69 - “U” - Unsatisfactory

Assignments will generally be graded in D2L within 2 weeks of submission.

Course Policies

Participation is expected. You are responsible for all material and announcements in class and the news tool and D2L email. Your discussion grade will be your participation grade.

You are required to complete and submit the assigned Module Lab/Discussion/Test in D2L by 11:59 PM EST of the due date. Missed assignments will result in a grade of ZERO for that grade component. Assignments have specific requirements to be completed. Be sure to submit all required work. Please be very careful to submit work in YOUR OWN WORDS. Cut and Paste or using another’s work will result in a grade of 0.

Assignments (only) will be accepted up to 48 hours late with a late penalty of 30% per day. Tests, quizzes and discussions cannot be made up without a valid documented excuse.

Electronic Communications

In general, I will respond to both emails sent from D2L or from “students.kennesaw.edu, but will respond more promptly from regular email than D2L.

The University provides all KSU students with an “official” email account with the address “students.kennesaw.edu.” As a result of federal laws protecting educational information and other data, this is the sole email account you should use to communicate with your instructor or other University officials for questions NOT pertaining to this course. For the course communication – please send email through regular email.

General Expectations for Coursework in CCSE Programs

This course syllabus is a general “plan” for the course and not a contract - please know that the course instructor is permitted to make updates to it. If you have questions regarding this, please contact the CCSE Internship Coordinator.

Intellectual Property Issues.

You may not misappropriate the intellectual property of a member of the Faculty, another student, an online resource or other source even if you paid for them to do your work.

Ideas, and course content are the intellectual property of the author irrespective of whether they are written in a book, course online content including assignments, course lectures or a paper.

Kennesaw State University prohibits the misappropriation of intellectual property (which is a form of theft), which can result in discipline for a student, up to and including dismissal from the University. If the student is also a member of a profession with an applied code of ethics, it may additionally result in professional discipline, as well as subjecting the student to any civil legal remedies protecting intellectual property.

Copyright Law.

Kennesaw State University adheres to USG’s policy to respect the right of copyright. Holders and comply with copyright laws as set forth in the United States Copyright act. For more information, see the following link to USG’s policy: http://www.usg.edu/copyright/

It is the responsibility of KSU faculty and students to respect the rights of copyright holders and comply with copyright law. Students, faculty, and staff must comply with 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.

Electronic Recording. Electronic recording performed without the consent of the people being recorded chills the free exchange of ideas. Academic freedom, free inquiry, and freedom of expression should not be limited by the fear that one’s brainstorming, polemic discourse, speculative inquiry, or any other kind of expressed curiosity made within the space of a university classroom will be made public without one’s consent. This fear is unacceptable regardless of whether one is in an online, hybrid, or face-to-face classroom setting. Accordingly, no person shall make public any electronically recorded class discussion without the written permission of the instructor. This policy
is not intended to discourage electronic recording in the classroom or the use of social media when such actions are performed with the written consent of the instructor, and others as appropriate. If a student needs to electronically record a course as a result of a recognized disability or other exceptionality, the student should contact the University’s Disabled Student Support Services to develop an appropriate reasonable accommodation.  [https://sds.kennesaw.edu/index.php](https://sds.kennesaw.edu/index.php)

### 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

**Student Disability Services (SDS)**
https://sds.kennesaw.edu/index.php

### KSU Student Resources

This link contains information on help and resources available to students:
https://curriculum.kennesaw.edu/resources/ksu_student_resources_for_course_syllabus.php

### Course Schedule

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<th>Dates</th>
<th>Assignment</th>
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<td>1</td>
<td>Jan 6-Jan 12</td>
<td>Syllabus/Course Review</td>
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<td>2</td>
<td>Jan 13- Jan 19</td>
<td>Status Report Weeks 1-2</td>
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<td>3</td>
<td>Jan 20- Jan 26</td>
<td>(Holiday Monday, Jan 20th)</td>
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<td>4</td>
<td>Jan 27 – Feb 2</td>
<td>Status Report Weeks 3-4</td>
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<td>Feb 3 – Feb 9</td>
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<td>6</td>
<td>Feb 10 – Feb 16</td>
<td>Status Report Weeks 5-6</td>
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<td>Feb 24 – Mar 1</td>
<td>Status Report Weeks 7-8</td>
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<td>9</td>
<td>Mar 2 – Mar 8</td>
<td>Meet or Conference Call with Instructor</td>
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<td>10</td>
<td>Mar 9 – Mar 15</td>
<td>Status Report Weeks 9-10</td>
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<tr>
<td>Week</td>
<td>Dates</td>
<td>Assignment</td>
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<td>11</td>
<td>Mar 16 – Mar 22</td>
<td>Poster Due</td>
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<td>Mar 23 – Mar 29</td>
<td>Status Report Weeks 11-12</td>
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<td>12</td>
<td>Mar 30 - Apr 5</td>
<td>Video Blog Due</td>
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<td>13</td>
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<td>Status Report Weeks 13-14</td>
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<td>14</td>
<td>Apr 13 – Apr 19</td>
<td>Final Report Due/Supervisor Evaluation Due</td>
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<td>15</td>
<td>Apr 20 – Apr 26</td>
<td>Status Report Weeks 15-16</td>
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<td>16</td>
<td>Apr 27 – May 4</td>
<td>Last Day of Classes/Finals</td>
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