



SYLLABUS
COLLEGE OF COMPUTING AND SOFTWARE ENGINEERING
CSE 7983: ACADEMIC UNDERGRADUATE INTERNSHIP COURSE
FALL 2021

Course Information

Class meeting time: Online
Modality and Location: Online

Instructor

Name: Dawn Tatum

E-mail: dtatum7@kennesaw.edu

-Office Location: J-358

-Office Phone: 470-578-3797

Office Hours: (Tues (virtual) 11am-2pm; Thurs (on campus), 11am-2pm) Appointments are appreciated and alternative times available upon request.

Course Communication:

- Email is the best way to reach the instructor. Instructor's KSU email (dtatum7@kennesaw.edu) is the best way to reach the instructor. You may also text/call the instructor cell phone 404-444-3748 if needed or send a chat message through Teams.
- Students' emails will be replied WITHIN 24 hours during the weekday. Weekend and holidays don't apply.
- When emailing the instructor 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: 9 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: none

Recommended Texts:

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 can not 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 quizzes/exam.

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

Grading Item	Weight
Status Reports	25%
Internship Poster	12.5%
Internship Video Blog	12.5%
Final Reflection Report	25%
Virtual Midterm Eval with Instructor	10%
Supervisor Evaluation	15%
Total	100%

Grading Scale:

>=70% S

Course Policies

Course Attendance Policy

Grading Items Turnaround Time [*Below are recommended turnaround time, you may make adjustment as needed*]

- The grades for all assignments will be available 96 business hours after the due date

Assignments & Exam Policy [*Below are recommended policies, feel free to make adjustments as needed*]

- 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 72 hours late will **NOT** be accepted, unless approved by instructor PRIOR to the due date.

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.

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 current 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.

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. ****IMPORTANT:** The student intern **MUST** have your supervisor review your poster and video blog prior to submitting it to D2L. Since we will be posting your poster and video in a public space, your supervisor must approve of the content. An email will be sent to your supervisor as well at the beginning of the term stating that you will be asking for their review of these assignments.

Week	Date	Course Contents	Notes /Due Dates
01	08/16 – 08/22	<i>Introduction – Review Syllabus and Required Assignments for your Internship Course</i>	<i>Sunday, 08/22, 11pm</i>
02	08/23 – 08/29	Status Report 1	Sunday, 8/29, 11pm
03	08/30 – 09/05		
04	09/06 – 09/12	Status Report 2	Sunday, 9/12, 11pm
05	09/13– 09/19		
06	09/20 –09/26	Status Report 3	Sunday, 9/26, 11pm
07	09/27 –10/03	Send Email to Set up Midterm Virtual Meeting with Instructor	
08	10/04-10/10	Status Report 4	Sunday, 10/10, 11pm
09	10/11-10/17		
10	10/18-10/24	Status Report 5	Sunday, 10/24, 11pm
11	10/25-10/31	Video Blog (see examples in D2L)	
12	11/01-11/07	Status Report 6 Poster (see template/examples in D2L)	Sunday, 11/07, 11pm
13	11/08-11/14		
14	11/15-11/21	Status Report 7	Sunday, 11/21, 11pm
15	11/22-11/28		
16	11/29-12/05	12/06 – Last Day of Class Supervisor Evaluation Final Reflection Report (see template in D2L)	Sunday, 12/06, 11pm

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

Face Masks in The Classroom

As mandated by the University System of Georgia, the university requires the use of face masks in the classroom and in KSU buildings to protect you, your classmates, and instructors. Per the University System of Georgia, anyone not using a face covering when required will be asked to wear one or must leave the area. Repeated refusal to comply with the requirement may result in discipline through the applicable conduct code.

Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons. Please contact Student Disability Services at sds@kennesaw.edu for student accommodation requests.

Shifting Modalities

Please note that the university reserves the right to shift teaching modalities at any time during the semester, if health and safety guidelines require it to do so. Some teaching modalities that may be used are F2F, Hyflex, Hybrid, or online, both synchronous and asynchronous instruction.

Staying Home When Sick

If you are ill, please stay home and contact your health professional. In that case, please email the instructor to say you are missing class due to illness. Signs of 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

Seating Plans

Students will sit in the same seat for every F2F class so that the instructor can use a seating plan for contact tracing if a student contracts Covid-19.

For up to date information on KSU and COVID-19, check this website:
<https://coronavirus.kennesaw.edu/>

Student Resources

This link contains information on help and resources available to students:
<https://cia.kennesaw.edu/instructional-resources/syllabus-resources.php>