

Oklahoma State University Institute of Technology
Online Common Syllabus
SUMMER 2017
ITD 4806, 4809 or 4812
INTERNSHIP

ITD 4806, 4809 4812 or 4906 Internship

A cooperative agreement between industry and education in which students utilize and refine previously learned skills, and gain a working knowledge of and experience with contemporary industry culture, standards and practices.

Credit Hours: variable 6 or 9 or 12;

Total hours of internship per semester: 45 contact hours per credit hour of internship ;

Total hours of lab for the semester: NA; Total hours of clinical per semester: 0.

Class length - Full Semester

Class format - Fully Online

Required synchronous meetings: None

Prerequisites: ITD 3201, a minimum 2.5 cumulative GPA, and approval by the Internship coordinator and the School Chair

School's Name: School of Information Technologies **School's Main Phone:** 918-293-5440

Instructor Name: Shalon Simmons

Instructor Phone: (918) 293-4786

Office: Info Technologies Bldg Room #15B

Instructor email: shalon.simmons@okstate.edu

Instructor Contact:

My preferred method of contact is EMAIL. Please allow 1 to 2 business days to return your correspondence during the normal work week (Monday thru Friday). **Please include course name/number in the subject line along with the subject of the email:**

EXAMPLE: ITD 4806 Internship Weekly Report

Instructor's Office Hours:

Ms Simmons will be in her office from 9:00 am to 11:30 am on the dates listed in the table below except as noted. **If a student needs to talk to Ms Simmons in person and/or over the phone outside these hours they should send an email to schedule an appointment.**

MAY	JUNE	JULY	AUGUST
5-4 thru 5-10*	6-5	7-10	8-7
5-11 thru 5-12	6-19	7-24	8-23 thru 8-25 AND 8-28 thru 8-29
5-15			

*May 4 through May 10 – Ms Simmons available online only via Google Hangouts which will be used to communicate in person via phone or video feed. **Students must make an appointment at least 2 business days in advance.**

[Type text]

REQUIRED TEXT, REFERENCES, AND MATERIALS

Texts: None required
References: None required
Materials: Diskettes, CDs, JumpDrive, pens, pencils and erasers, paper (for taking notes, reports and planning activities), miscellaneous materials not supplied by the internship site. You must have access to a computer with Broadband Internet (2Mbps upload preferred) access and the ability to download and install required software.

Uniform/Tools: None required
Estimated Cost for Materials: \$ 10.00 Amount based on current bookstore cost
Estimated Cost for Uniform/Tools: \$ 0.00

ONLINE COURSE INTERACTION

OSUIT requires all online courses to include interaction between students, peers and instructors. Our online courses use a variety of tools to build a community of learners and strengthen engagement between students and their peers, as well as between students and the instructor. Communication tools used in this course may include Discussion, News, Blackboard Collaborate, and Email. Read the syllabus completely to determine which of these methods you, your classmates and your instructor will use for interaction.

Upon completion of the course, students should:

OBJECTIVE NUMBER	COURSE OBJECTIVES	ASSESSMENT OF OBJECTIVES
F1	Communicate in a professional manner in both it technical and non-technical written forms in electronic and/or print formats	Weekly and Final Reports
F3	Interact socially in a professional manner in both it technical and non-technical professional and/or social functions	Weekly and Final Reports
G2	Complete research and documentation of current or emerging technologies or trends to determine their impact on the organizational community	Final Report
H2	Evaluate the impacts and consequences of professional development activities through reflective assessment or supervisory interaction	Employer Evaluation *

Aspects of the course objective assessments may be used in the university's assessment of student learning. If applicable, an asterisk () above indicates this assignment is used in the university assessment program.*

[Type text]

COURSE ACTIVITIES

In this course students will:

- Perform on-the-job tasks relating to his/her professional interests and career objectives according to industry standards and guidelines
- Maintain a daily journal of on-the-job tasks
- Submit weekly timesheets
- Submit weekly reports
- Participate in either on-site or virtual evaluations
- Provide feedback to the Information Technologies division for program and course improvement suggestions

GRADES WILL BE BASED ON THE FOLLOWING:

*Employer Supervisor Evaluation.....	50%
Weekly Reports (15).....	15%
Time Sheets (15).....	10%
Final Report.....	15%
Participation.....	5%
Electronic Portfolio	5%
Total.....	100%

OSU Institute of Technology Grading Scale A = 90.00 - 100.00 B = 80.00 - 89.99 C = 70.00 - 79.99 D = 60.00 - 69.99 F = 00.00 - 59.99
--

*The student’s grade for the Employer Supervisor Evaluation will be used in the university’s assessment of student learning. A 70% competency or higher receives a Pass rating. This Pass/Fail rating is independent of the student’s course grade.

AUTHORIZED TOOLS

Students may use any/all course materials, including books and notes, while participating in classroom activities. All quizzes are to be completed independently; no collaboration with classmates is permitted and any instance of such will be considered academic dishonesty.

LATE WORK

Instructor Policy: **Late work will not be accepted.** Turning in your properly-executed work early is always acceptable. All exams, assignments, papers and projects must be completed and submitted by the specified due date; late work will not be accepted after the due date unless prior authorization is given. It is the student’s responsibility to maintain and protect all their work and electronic files. Class materials should be provided to the instructor, if requested. **Exceptions for late work are the same that would be encountered in the workforce: jury duty, military duty, hospital stay, and required activities in another department.** It is your responsibility to notify your instructor to make alternate arrangements in advance if these events cause you to miss class. Make-up exams, for reasons listed above, will only be given at times arranged with the instructor and may be different from those originally administered to the class. A late penalty may be assessed

[Type text]

against the grade.

TESTING

There are no tests or exams given in this course.

UNIVERSITY & COURSE EXPECTATIONS

It is the responsibility of each OSUIT student to read, abide by and maintain a copy of the syllabus for this course. Syllabi are available on the OSUIT website.

Students understand that excerpts or portions of their work may be utilized for institutional assessment purposes. The purpose of institutional assessment is for verification of student learning and program improvement. Every effort will be made to keep this information confidential

AMERICANS WITH DISABILITIES ACT (ADA)

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodations from the Office of Academic Accommodations/LASSO Center. Please advise the instructor of your disability as soon as possible, and contact The LASSO Center, to ensure timely implementation of appropriate accommodations. Faculty have an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process during which the existence of a qualified disability is verified and reasonable accommodations are identified. The LASSO Center is located on the 3rd floor of the Noble Center. You may call [918.293.4855](tel:918.293.4855) for more information or fax documentation to [918.293.4853](tel:918.293.4853).

ACADEMIC DISHONESTY

Academic dishonesty or misconduct is neither condoned nor tolerated at OSUIT. Any student found guilty of academic dishonesty or misconduct shall be subject to disciplinary action.

Academic dishonesty and/or misconduct includes, but is not limited to, the following actions:

(1) Plagiarism: the representation of previously written, published, or creative work as one's own; (2) Unauthorized collaboration on projects; (3) Cheating on examinations; (4)

Unauthorized advance access to exams; (5) Fraudulent alteration of academic materials; (6)

Knowing cooperation with another person in an academically dishonest undertaking. Students

are required to actively protect their work against misuse by others. For details, refer to The OSUIT Student Handbook (Student Rights and Responsibilities Governing Student Behavior)

available online at http://www.osuit.edu/academics/forms/student_rights_responsibility.pdf.

[Type text]

WEEKLY CURRENT EVENT ARTICLES

All students are required to participate in the discussion board Weekly Current Articles. THIS WILL BE COUNTED AS PARTICIPATION. Every week students are to provide a brief overview (2-5 sentences) and a link to an article about a current (less than 2 months old) event in Jobs/Industry/ etc in Telecommunications, Information Technology or Cyber Security. Students can comment about other student's post in addition to posting their own. Failure to post will count against the attendance/participation grade for the week. Please note that the OSU IT attendance policy will apply.

NO POLITICAL POSTINGS OF ANY KIND ARE ALLOWED. POSTING POLITICAL ARTICLES (EVEN IF THEY ARE RELATED TO TECHNOLOGY) WILL RESULT IN A ZERO (0) GRADE FOR THE WEEK.

Attendance Policy for Online courses:

A primary component of OSUIT's Mission is: "to prepare and sustain a diverse student body as competitive members of a world-class workforce." Regular and consistent attendance not only aids in academic success, dependable attendance is a requirement in today's real-world employment; therefore, regular and consistent attendance is a requirement in all OSUIT courses.

Definition:

Absent: Failing to *actively participate* in online coursework during a standard week timeframe for a given course.

- A. Students must demonstrate attendance through *active participation* in the course at least once every seven days. Simply logging into the course does not constitute active participation.
- B. Active participation is defined as the completion of required activities such as:
 1. Completion of online quizzes or exams
 2. Submission of assignments
 3. Participation threaded discussions, or
 4. Involvement in discussion question as determined by the instructor and indicated in the course syllabus.
- C. Calculations for weekly to percentage ratios
 1. Missing 1 of 15 weeks = 6.67%
 2. Missing 2 of 15 weeks = 13.33%
 3. Missing 3 of 15 weeks = 20%
 4. Missing 1 of 7.5 weeks = 13.33%
 5. Missing 1.5 of 7.5 weeks = 20%

Procedures:

Early Intervention:

- A. Any student who misses 10% of an individual course (or earlier at faculty discretion) during a regular fifteen-week semester, or the equivalent portion of time in a shorter session, will have their name submitted by that course instructor to the OSUIT Early Alert System for retention intervention.
- B. At the point the Early Alert is issued, the student *must* meet with their assigned faculty advisor or designated faculty/staff member within seven (7) academic calendar days for counseling on how to improve their attendance and academic success.

[Type text]

Excessive Absences:

- A. The University reserves the right to administratively withdraw any student from an individual course who misses 20% of that course, whether excused or unexcused, and, in the opinion of the instructor, the student does not have a reasonable opportunity to be successful in the course.
- B. Students should be aware any of the following may impact their financial aid:
 - 1. being administratively withdrawn from a course
 - 2. dropping a course
 - 3. their last date of attendance in a course

Please see OSUIT Policy 2-021 for full details and procedures.

**COURSE OUTLINE AND
TENTATIVE SCHEDULE**

Week #	Topics and Competencies	Week Ending
1.	Internship documentation Week 01 Timesheet Week 01 Report Weekly Current Event Article	5-7-17
2.	Week 02 Timesheet Week 02 Report Weekly Current Event Article	5-14-17
3.	Week 03 Timesheet Week 03 Report Weekly Current Event Article	5-21-17
4.	Week 04 Timesheet Week 04 Report Weekly Current Event Article	5-28-17
5.	Week 05 Timesheet Week 05 Report Weekly Current Event Article	6-4-17
6.	Week 06 Timesheet Week 06 Report Weekly Current Event Article	6-11-17
7.	Week 07 Timesheet Week 07 Report Weekly Current Event Article	6-18-17
8.	Week 08 Timesheet Week 08 Report Weekly Current Event Article Article MIDTERM EVALUATION Supervisor/Mentor Evaluation & Interview	6-25-17

[Type text]

	SUMMER BREAK WEEK 1 TIMESHEETS DUE NO WEEKLY REPORT	7-2-17
	SUMMER BREAK WEEK 2 TIMESHEETS DUE NO WEEKLY REPORT	7-9-17
9.	Week 09 Timesheet Week 09 Report Weekly Current Event Article	7-16-17
10.	Week 10 Timesheet Week 10 Report Weekly Current Event Article	7-23-17
11.	Week 11 Timesheet Week 11 Report Weekly Current Event Article	7-30-17
12.	Week 12 Timesheet Week 12 Report Weekly Current Event Article	8-6-17
13.	Week 13 Timesheet Week 13 Report Weekly Current Event Article Internship Final Report	8-13-17
14.	Week 14 Timesheet Week 14 Report Weekly Current Event Article FINAL EVALUATION Supervisor/Mentor Evaluation & Interview Portfolio	8-20-17
15	Finals Week – Course Wrap Up Week 15 Timesheet Student Portfolio Internship Final Report	8-25-17

Schedule is subject to change at instructor discretion. Assignments are due on the dates in D2L.

[Type text]