



Itsc 2380 And Itsc 2386

Computer Science Internship And Cooperative Education

Course Syllabus: Fall 2018

“Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.”

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	9:00 - 9:30 1:30 - 3:00	9:00 - 9:30 1:30 - 3:00	9:00 - 9:30 1:30 - 3:00	9:00 - 9:30 1:30 - 3:00	None	By Appointment

The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

Catalog Course Description (include prerequisites): An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. Prerequisite: Instructor approval

Required Textbook(s):
none specifically required

Publisher: N/A
ISBN Number: N/A

Recommended Reading(s):
Any reading material relating to technology job responsibilities and workplace skills.

Student Learning Outcomes:

1. Students will demonstrate the ability to construct an informative and effective resume.
2. Students will demonstrate the ability to apply computer and information science theory, concepts, and skills to real world occupational situations.
3. Students will demonstrate the ability to utilize interpersonal and teamwork skills in real world professional situations.

Exemplary Educational Objectives:
N/A

SCANS Skills:
Differing depending on internship or coop experience.

Lectures & Discussions:

There will be a series of class meetings. During these meetings we will discuss how things are going in your internship experience and what skills you have developed. We will also work on developing job and workplace related skills including building a resume, interviewing techniques, and exploring different career options.

Evaluation/Grading Policy:

Course grade will be determined by two major evaluations.

First, there will be a series of class meetings. During these meetings we will discuss how things are going in your internship experience and what skills you have developed. We will also work on developing job and workplace related skills including building a resume, interviewing techniques, and exploring different career options.

The second aspect of your grade will be the employer's feedback as to your work performance. This will carry double the weight of the seminar activities. Completion of all 192 hours will be a factor as well.

Tests/Exams:

No major exams will be given.

Assignments:

There will be a few assignments relating to job skills such as resume building, interviewing techniques, etc. These will primarily be completed online using the Learning Express tool that can be accessed through the NTCC Portal.

Other Course Requirements:

To be determined by individual internship experience.

Student Responsibilities/Expectations:**Incomplete Policy**

Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

Cheating Policy

Northeast Texas Community College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work material that is not one's own. Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's editions, and/or falsifying academic records.

Plagiarism is defined as the appropriation of any person's work and the unacknowledged incorporation of that work in one's own work offered for credit.

Cheating is defined to include the following: copying from another student's paper; using materials during a test not authorized by the person giving the test; collaborating with any other person during the test without permission; knowingly obtaining, using, buying, selling, transporting, or soliciting in whole

or in part the content of test not yet administered; substituting for another student or permitting any other person to substitute for oneself; copying computer or Internet files, using someone else's work for assignments as if it were one's own, or any other dishonest means of attempting to fulfill the requirements of a course.

Collusion is defined as the unauthorized collaboration with any person in preparing work offered for credit. Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:

1. Represent the work of others as their own.
2. Use or obtain unauthorized assistance in any academic work.
3. Give unauthorized assistance to other students.
4. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
5. Misrepresent the content of submitted work.

The penalty for violating the honor code is severe. Any student violating the honor code is subject to receive a failing grade for the course and will be reported to the Office of Student Affairs. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.

NTCC Academic Honesty Statement:

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

Academic Ethics

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the NTCC Catalog or Student Handbook.

Family Educational Rights And Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high

school level. Students to whom the rights have transferred are considered “eligible students.” In essence, a parent has no legal right to obtain information concerning the child’s college records without the written consent of the student. In compliance with FERPA, information classified as “directory information” may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student’s name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Other Course Policies:

See earlier student responsibility policies.