**IT 4920R: Internship**  
**Fall 2020 Syllabus**

This is an Internship course in Information Technology or Computer Science. Variable credit 1.0-3.0. Repeatable for up to 3 credits subject to graduation restrictions.

The internship course is designed for students working in a CS or IT industry job. The number of hours worked per week and the learning objectives chosen will determine the number of credits offered in this course. As a rule of thumb, a student should work 20 hours per week in an IT job to sign up for 3 credit hours of internship and should plan on 135 hours of learning and development work toward the objectives outlined by the instructor, supervisor, and student. A 1 credit course would require 7-10 hours of work per week for a total of about 60 hours of learning and development work.

**Prerequisites:** Instructor Permission Required

**Prerequisites:** IT3100, CS1400

**Course fee:** $20, used to assist in maintaining CIT infrastructure.

**Course Time:** As scheduled during instructor’s office hours.

**Instructor:**
- Jay Sneddon
- Office: Burns 235
- Office hours (in person or online): MWF 10am-10:50am, TTh 11am-11:50am, or by appointment

**Objectives**

You will define the learning objectives that you will complete for the duration of the internship.

**Resources**

**Texts**

There is no required text for this course.

**Computer Resources**

You may use the computers in the Smith Computer Center. There will also be lab assistants to help you.

These computers require a valid CIT username and password. If you do not already have a CIT login, visit [https://cit.dixie.edu/facilities/passwd/passwd.php](https://cit.dixie.edu/facilities/passwd/passwd.php) to create one, or ask a lab assistant to help you sign up for one.

**Course Information**

You are responsible for being informed regarding announcements, the schedule, and other resources posted on this website. Grading and assignments are managed at [https://dixie.instructure.com](https://dixie.instructure.com).

**Assignments and Exams**

**Assignments** More information on the assignments for this course can be found on Canvas.

Assignments will be graded based on completeness.

(See the Late Work policy for more information)

All assignments for the week are due Saturday night at 11:59pm, unless otherwise noted on Canvas.

**Grading**

Projects and exams each contribute to your point total.

The breakdown for the above items is as follows:
• Assignments = 100%
  • Progress reports and research (60 pts)
  • Final Report (20 pts)
  • Final Presentation (20 pts)
  • Total pts = 100

**Exams**

There are no exams for this course.

**Grading**

Here is the grading scale: 

>= 94 = A >= 90 = A- >= 87 = B+ >= 84 = B >= 80 = B- >= 77 = C+ >= 74 = C 
<= 70 = C- >= 67 = D+ >= 64 = D < 64 = F

**Course Policies**

**Absences**

This course does not meet on a regular basis. However, students are expected to stay in regular communication with the instructor. The final presentation attendance is required. The class schedule on Canvas presented is approximate. The instructor reserves the right to modify the schedule according to class needs. Changes will be announced in class and posted to the website.

**Time**

As a rule of thumb, a student should work 20 hours per week in an IT job to sign up for 3 credit hours of internship and should plan on 135 hours of learning and development work toward the objectives outlined by the instructor, supervisor, and student. A 1 credit course would require 7-10 hours of work per week for a total of about 60 hours of learning and development work.

**Late work**

Assignments are due on the date specified in the schedule. The instructor has the right to reject any late assignments.

**Policy for Absences Related to College Functions**

Students may periodically may miss classes for various college-related functions or military functions; these include athletics, club events, or to fulfill the requirements of a course or a program. Military functions may include: Reserve and Guard activation, activation, special assignments or other approved events or activities. These absences may often conflict with the instruction, assignments, and tests in this course.

Please provide an advanced written notification from your activity supervisor that explains the nature of the activity, and the anticipated time missed.

**Disruptive Behavior Policy/Classroom Expectations**

The classroom needs an atmosphere of learning and sharing. Class members need to feel safe and able to concentrate. Disruptive behavior that seriously detracts from this environment or inhibits the instructor’s ability to conduct proper instruction will not be allowed. Disruptive behavior includes:

• Physical violence, verbal abuse, or harassment
• Intoxication or illegal drug use
• Use of profanity
• Failing to respect others when expressing their own viewpoints
• Talking while the instructor or another student is talking
• Constant questions or interruptions that interfere with classroom presentation

Disruptive class members will be warned. Continued misbehavior may lead to dismissal from class or the course. If necessary, Campus Police may be called.

**Cheating and Collaboration**

Limited collaboration with other students in the course is permitted and encouraged. Students may seek help learning concepts and developing programming skills from whatever sources they have available, and are encouraged to do so. Collaboration on assignments, however, must be confined to course instructors, lab assistants, and other students in the course. See the section on cheating.
Cheating will not be tolerated, and will result in a failing grade for the students involved as well as possible disciplinary action from the college. Cheating includes, but is not limited to, turning in homework assignments that are not the student’s own work. It is okay to seek help from others and from reference materials, but only if you learn the material. As a general rule, if you cannot delete your assignment, start over, and re-create it successfully without further help, then your homework is not considered your own work.

You are encouraged to work in groups while studying for tests, discussing class lectures, and helping each other identify errors in your homework solutions. If you are unsure if collaboration is appropriate, contact the instructor. Also, note exactly what you did. If your actions are determined to be inappropriate, the response will be much more favorable if you are honest and complete in your disclosure.

Where collaboration is permitted, each student must still create and type in his/her own solution. Any kind of copying and pasting is not okay. If you need help understanding concepts, get it from the instructor or fellow classmates, but never copy another’s written work, either electronically or visually. It is a good idea to wait at least 30 minutes after any discussion to start your independent write-up. This will help you commit what you have learned to long-term memory as well as help to avoid crossing the line to cheating.

**College Policies**

Additional college policies, calendars, and statements are available online at http://www.dixie.edu/.