

Kishwaukee College Syllabus
CIS 296 - 5001
CIS Internship
3 Credit Hours, Spring 2018

Course Description

This course provides actual work experience in the information technology field. The student will be expected to utilize class and lab competencies in a practical work environment. A minimum of 225 hours are required for completion of course.

Prerequisite: Instructor consent.

Meeting Time and Place

Lecture/Lab:	A-1342	
Time:	N/A	N/A
Dates:	1/16/18 - 5/16/18	
Withdrawal date:	4/27/18	
MLK Birthday observed:	1/15/18	School closed
Spring break:	3/12/18 - 3/18/18	School closed
Faculty development:	3/29/18	School closed
Good Friday:	3/30/18	School closed
Midterm exam:	N/A	during class
Final exam:	N/A	N/A

Instructor Information

Instructor:	David G. Klick
Office:	A-1342
Email:	dklick@kish.edu
Phone:	815/825-9337
Website:	kermit.kish.edu/~dklick/
Backup website:	klickfamily.com/david/school/
Desire2Learn:	https://kish.desire2learn.com/
Division Secretary:	815/825-9380 (Brianna Hooker)
Office hours:	M 1:45 P.M. - 2:30 P.M., 5:00 P.M. - 6:00 P.M. T 1:45 P.M. - 2:30 P.M., 5:00 P.M. - 6:00 P.M. W 10:00 A.M. - 11:00 A.M. R 10:45 A.M. - 11:45 A.M. other times by appointment

Expected Learner Outcomes

Upon completion of this course, the student will be able to:

1. explore the career opportunities in a chosen computer information systems career field,
2. demonstrate the competencies and attitudes needed for beginning and advancing in a selected computer information systems career area,
3. apply college classroom learning to actual work situations, and
4. demonstrate positive work ethics

Required Text and Materials

1. Paperwork is posted on the course web site.

Breakdown of Course Requirements

Internship request	0 points
Internship experiences and objectives	0 points
Guidelines of understanding	0 points
Study of an occupation	25 points
student resume @ 50 points	50 points
weekly reports @ 100 points	100 points
final employer evaluation @ 100 points	100 points
student summary report @ 50 points	50 points
Wage summary	0 points
coordinator evaluation @ 75 points	75 points

Total	400 points

* Note: Item is not awarded points, but is required for completion of course.

Final Grade Determination

A = 90 - 100%	360 points or more
B = 80 - 89.9%	320 - 359 points
C = 70 - 79.9%	280 - 319 points
D = 60 - 69.9%	240 - 279 points
F = below 60%	less than 240 points

Grade reports will not be mailed out. Please check KishSOS, My Student Info, under Academic Profile, Grades, for grade reports.

Course Procedures

1. Students are expected to attend class sessions on time and prepared (Note: CIS 123 class sessions are optional attendance). Students should bring whatever they need to take notes to every class.

2. Food and beverages are not permitted in the classrooms or labs. See a more detailed policy at <http://kermit.kish.edu/~dklick/foodDrinkPolicy.html>
3. Cellphones, music players, etc. must be turned off in class.
4. Students are expected to spend **time outside of class** completing assignments.
5. A familiarity with computers and the Windows operating system is expected.
6. Depending on the assignment, both digital and hardcopy versions of assignments may be required for submission. The procedure for submitting digital copies of assignments will be explained in class. Make sure you always keep a copy of all of your assignments. The instructor is NOT responsible for network failures, server failures, or student mistakes.
7. The instructor answers many questions via email. Due to the high volume of requests, submissions, and questions received via email, the instructor must prioritize responses. Most questions will be answered (or at least acknowledged) within 48 hours. If you do not get a response when you expect one, please keep in mind that your email may have failed to reach the instructor, or may have automatically been rejected by an email client or server. Please try to contact the instructor again and possibly use the phone or an in-person visit if email is failing.

Make-up Policy

1. Assignments are to be turned in on time. Assignments which are not turned in on time will not be accepted unless individual arrangements are made **in advance** with the instructor. In unusual cases where late assignments are accepted, the cost of being late is ten percent of the total possible points for every portion of a day late, up to a maximum of three days late. For example, an assignment received twenty-five hours past its due date will lose twenty percent of its total possible point value (because it is two days late). Assignments which are received more than three days (seventy-two hours) late will not be accepted and are not worth any points. Exceptions may be made to this rule if the student contacts the instructor before the due date and makes special arrangements **in advance** with the instructor. All late acceptance decisions of this nature are left solely to the discretion of the instructor. This rule does not apply once answers to an assignment have been distributed or posted. Assignments submitted after answers have been released are worth zero points even if the answers are posted one minute past the due date.
2. Answers to assignments may be posted online, handed out in class, or sent via email by the instructor. Once an answer to an assignment has been released, no further submissions for the assignment will be allowed. This rule supersedes all other rules about when late assignments may be accepted. In general, the instructor will try to wait at least forty-eight hours before posting or distributing solutions, but there is no guarantee, so get your assignments in on time.
3. Tests are to be taken at the day and time scheduled. Failure to take a test at the scheduled time may result in a grade of 0 for that test. In the case of an excusable absence or a genuine emergency, the instructor must be contacted as soon as possible, preferably before the scheduled

test, to reschedule the makeup of that test in the Learning Skills Center on the day the student returns to campus.

Attendance Policy

Class attendance is strongly encouraged. You are responsible for whatever was covered in class, whether you are there or not. If you must miss a class, it is your responsibility to contact the instructor and make arrangements for notes, handouts, or announcements that were missed. Although attendance is not counted toward the final grade, there may be coursework which is done during class time which may count toward the final grade and may not be able to be taken outside of class time.

Kishwaukee College Policies and Resources

It is the responsibility of the student to be aware of Kishwaukee College Policies & Resources found on this link: kish.edu/kcsyllabuspolicies

Tentative Weekly Schedule

Please note that this schedule and the topics covered are likely to change. Changes will be announced in class. If you are not able to attend class, it is your responsibility to find out what was covered. A more detailed schedule is provided on the course website. Assignment descriptions and due dates will also be posted on the course web site.

Week of 1/14	Read syllabus and other class documents, start working School closed on 1/15 for MLK birthday Internship request due 1/21
Week of 1/21	Internship experiences and objectives due 1/22 Guidelines of understanding 1/22 Weekly report for week 1/14 - 1/20 due 1/22
Week of 1/28	Weekly report for week 1/21 - 1/27 due 1/29
Week of 2/4	Weekly report for week 1/28 - 2/3 due 2/5 Study of an occupation due 2/10
Week of 2/11	Weekly report for week 2/4 - 2/10 due 2/12 Student resume due 2/17
Week of 2/18	Weekly report for week 2/11 - 2/17 due 2/19
Week of 2/25	Weekly report for week 2/18 - 2/24 due 2/26
Week of 3/4	Weekly report for week 2/25 - 3/3 due 3/5
Week of 3/11	Weekly report for week 3/4 - 3/10 due 3/12 School closed on 3/12 - 3/18 for Spring Break
Week of 3/18	Weekly report for week 3/11 - 3/17 due 3/19

Week of 3/25	Weekly report for week 3/18 - 3/24 due 3/26 School closed on 3/29 for Faculty Development Day School closed on 3/30 for Good Friday
Week of 4/1	Weekly report for week 3/25 - 3/31 due 3/26
Week of 4/8	Weekly report for week 4/1 - 4/7 due 4/9
Week of 4/15	Weekly report for week 4/8 - 4/14 due 4/16
Week of 4/22	Weekly report for week 4/15 - 4/21 due 4/23
Week of 4/29	Weekly report for week 4/22 - 4/28 due 4/30
Week of 5/6	Weekly report for week 4/29 - 5/5 due 5/7 Student summary report due 5/8, Employer final evaluation due 5/8, Wage summary report due 5/8, Coordinator evaluation due 5/9 (completed by instructor)