

**CIS-4384-110, CRN 10628 PB: Internship-Comp Info System**

Spring 2020

Texas A&M University-Central Texas

**Instructor:** Dr. Anitha Chennamaneni

**Office:** Texas A&M University Central Texas FH 323

**Phone:** (254) 519-5463

**TAMUCT Email:** [anitha.chennamaneni@tamuct.edu](mailto:anitha.chennamaneni@tamuct.edu)

**Preferred Email:** Course Canvas Site, Inbox tool.

Alternate (if Canvas is down): [anitha.chennamaneni@tamuct.edu](mailto:anitha.chennamaneni@tamuct.edu)

**Office Hours:** **Monday** 11 am – 1 pm

Wednesday 11 am – 1 pm

**Thursday** 11 am – 1 pm

Other days and times by appointment only

**Mode of instruction and course access:** This is an Internship course. There will be NO “official” face-to-face classroom time; however, I will meet with students from time to time to discuss the internship work and the progress they are making.

Online learning requires students to be very self-disciplined, be sure you understand and are prepared to comply with all required class assignments and deadlines.

**Student-instructor interaction:** Please send all course related email correspondence through TAMUCT email. I check email several times a day during the week and at least once during the weekends. I will respond within 24 hours and within 48 hours on Saturday through Sunday. Please do not hesitate to stop by my office during the scheduled office hours or contact me via phone / Canvas Conversations Tool or *TAMUCT email*, if there are any personal problems or challenges that are hindering your regular progress in the course.

**WARRIOR SHIELD**

**Emergency Warning System for Texas A&M University-Central Texas**

Warrior Shield is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in Warrior Shield through their myCT email account.

Connect to Warrior Shield by [911Cellular](#)

[<https://portal.publicsafetycloud.net/Account/Login>] to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location

## COURSE INFORMATION

### Course Overview and description:

Gain practical work experience in the field. Apply the principles, concepts, and skills learned during the first three years of collegiate training to the field of computer information systems. Students work for real companies under the supervision of an experienced IT Professional.

May be repeated for credit. Prerequisite(s): Permission of internship coordinator or department chair. Field experience fee \$75

### Course Objectives:

Successful completion of this course should enable the student to

- Demonstrate knowledge about a variety of Computer Information Systems topics
- Actual learning activities differ depending on the particular internship

### Required Reading and Textbook(s):

1. N/A

Current publications - The campus library contains numerous books and periodicals relating to Computer Information Systems and Computer Science. The student should take advantage of these resources by visiting the library.

## COURSE REQUIREMENTS

- **Reading Assignments:** N/A
- **Homework Assignments:** As there are no specific requirements for the course, the student will submit weekly reflection reports on duties they are performing and their learning experiences
- **Examinations:** There are no exams; however, a performance report from the students' supervisor will be required to ensure the student has performed the activities acceptably.
- **Project:** N/A

### Grading Criteria Rubric and Conversion

| Assignment                                  | Points     | Percent | My Grade |
|---|------------|---------|----------|
| Weekly Reports & End of the semester report | 800 points | 80%     |          |
| Supervisor Report                           | 200 points | 20%     |          |

|              |                    |             |  |
|--------------|--------------------|-------------|--|
| <b>Total</b> | <b>1000 points</b> | <b>100%</b> |  |
|--------------|--------------------|-------------|--|

|            |                 |   |
|------------|-----------------|---|
| 89.5-100%  | 895-1000 points | A |
| 79.5-89.4% | 795-894 points  | B |
| 69.5-79.4% | 695-794 points  | C |
| 59.5-69.4% | 595-694 points  | D |
| 0-59.4%    | 0-594 points    | F |

### Posting of Grades:

All student grades will be posted on the Canvas Grade book and students should monitor their grading status through this tool. Grades for weekly assignments, discussions, quizzes and exams will be posted within 7 days following the due date.

### Important University Dates:

| <b>Date</b> | <b>Activity</b>   |
|-------------|---|
| 01/13/2020  | Classes Begin for Spring Semester   |
| 01/15/2020  | Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes  |
| 01/20/2020  | Martin Luther King, Jr Day (University Closed)                                  |
| 01/21/2020  | Deadline to Drop First 8-Week Classes with No Record                            |
| 01/29/2020  | Deadline to Drop 16-Week Classes with No Record                                 |
| 02/21/2020  | Deadline to Drop First 8-Week Classes with a Quit (Q) or Withdraw (W)           |
| 03/01/2020  | Deadline for Teacher Education and Professional Certification Applications      |
| 03/06/2020  | Classes end for 1st 8-Weeks   |
| 03/09/2020  | Spring Break (No Classes - Administrative Offices Open)                         |
| 03/10/2020  | Spring Break (No Classes - Administrative Offices Open)                         |
| 03/11/2020  | Spring Break (No Classes - Administrative Offices Open)                         |
| 03/12/2020  | Spring Break (No Classes - Administrative Offices Open)                         |
| 03/13/2020  | Spring Break (University Closed)  |
| 03/10/2020  | Deadline for Faculty Submission of First 8-Week Final Class Grades (due by 3pm) |
| 03/15/2020  | Deadline for Clinical Teaching/Practicum Applications                           |
| 03/16/2020  | Add, Drop, and Late Registration Begins for Second 8-Week Classes               |
| 03/16/2020  | Classes Begin for Second 8-Week Session   |
| 03/16/2020  | Class Schedule Published for Summer Semester                                    |
| 03/18/2020  | Deadline for Add, Drop, and Late Registration for Second 8-Week Classes         |

|            |   |
|------------|---|
| 03/23/2020 | Deadline to Drop Second 8-Week Classes with No Record                       |
| 03/27/2020 | Deadline for Graduation Application for Ceremony Participation              |
| 03/30/2020 | Registration Opens for Seniors, Post-Bacc, and Graduate Students for Summer |
| 04/03/2020 | Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)            |
| 04/06/2020 | Registration opens for all students for the Summer and Fall Semesters       |
| 04/24/2020 | Deadline to Drop Second 8-Week Classes with a Quit (Q) or Withdraw (W)      |
| 05/08/2020 | Deadline for Applications for Tuition Rebate for Spring Graduation (5pm)    |
| 05/08/2020 | Deadline for Degree Conferral Applications to the Registrar's Office        |
| 05/08/2020 | Deadline to Withdraw from the University for 16- and Second 8-Week Classes  |
| 05/08/2020 | Spring Semester Ends  |
| 05/09/2020 | Spring Commencement Ceremony  |

## **TECHNOLOGY REQUIREMENTS AND SUPPORT**

### **Technology Requirements**

This course will use the A&M-Central Texas Instructure Canvas learning management system. **We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.**

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

### **Canvas Support**

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact Dr. Anitha Chennamaneni.

### **Other Technology Support**

For log-in problems, students should contact Help Desk Central  
24 hours a day, 7 days a week

Email: [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

*Please let the support technician know you are an A&M-Central Texas student.*

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## **UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES**

### **Drop Policy**

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [[https://www.tamuct.edu/registrar/docs/Drop\\_Request\\_Form.pdf](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf)].

Professors cannot drop students; this is always the responsibility of the student. The Registrar’s Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar’s Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar’s Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

## **Academic Integrity**

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, working with others in an unauthorized manner, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be referred to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more [information regarding the Student Conduct process](https://www.tamuct.edu/student-affairs/student-conduct.html),

[<https://www.tamuct.edu/student-affairs/student-conduct.html>].

If you know of potential honor violations by other students, you may [submit a report](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0),

[[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\\_id=0](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0)].

## **Academic Accommodations**

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://tamuct.instructure.com/courses/717) Canvas page (log-in required)

[<https://tamuct.instructure.com/courses/717>]

## **Important information for Pregnant and/or Parenting Students**

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit [Student Affairs](https://www.tamuct.edu/student-affairs/index.html)

[<https://www.tamuct.edu/student-affairs/index.html>]. Students may also contact the

institution's Title IX Coordinator. If you would like to read more about these [requirements](#)

[and guidelines](#) online, please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University’s Title IX Coordinator.

### **Tutoring**

Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111. Tutor.com tutoring **will not offer writing support** beginning August 1, 2019, but will continue to offer other tutoring support.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or have any other question, contact Academic Support Programs at (254) 501-5836, visit the Office of Student Success at 212F Warrior Hall, or by emailing [studentsuccess@tamuct.edu](mailto:studentsuccess@tamuct.edu) .

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas. Access Tutor.com through Canvas.

### **University Writing Center**

Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only hours from 12:00-3:00 p.m. on Saturdays.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students’ ideas and writing, our tutors highlight the ways in which they read and interpret students’ texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation

practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WCOonline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the UWC and/or need any assistance with scheduling.

### **University Library**

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].

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## **OPTIONAL POLICY STATEMENTS**

### **A Note about Sexual Violence at A&M-Central Texas**

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and

victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

### **Behavioral Intervention**

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, who are exhibiting concerning behaviors, or individuals causing a significant disruption to our community, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/student-affairs/bat.html) website for more information [https://www.tamuct.edu/student-affairs/bat.html]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

### **INSTRUCTOR POLICIES.**

The instructor reserves the right to make changes to this syllabus during the course of the semester for the benefit of the students. Any changes that effect grades or grading will be made in writing.

Instructor reserves the right to supplement the material presented in the text with additional material including handouts, oral presentations, industry articles, videos, research paper readings, case studies, power point presentations etc. for the benefit of the students

All work is submitted through Canvas and due on the specified due date/time. Work turned in after due date is considered *late*. 5 points will be deducted for each day the assignment is late. Special circumstances need to be discussed with me ahead of time when possible. Missed assignments, projects, and examinations will receive a grade of zero.

Any work not submitted in the proper format is rejected and receives no credit.

Incidents of violations of academic integrity, such as plagiarism or turning in the work of others as your own work, will result in a cap on the maximum number of points that can be earned in this class. The cap will be 600 points resulting in a best case grade of "D" for the class.

At all times in the class, please observe proper rules of netiquette in your oral and written communication and conduct yourself in a professional manner

**Copyright Notice.**

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.