

IT 4920: Internship

Spring 2023 Syllabus

Course Description

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.

Course fees

The fee for this course is \$20.00. This will be use to pay for a lab assistant and replace aging hardware.

Instructor

Professor: [Dr Joe Francom](#)

- **Email:** `joe.francom at utahtech dot edu`
- **Phone:** 435-652-7732 (note: email preferred)
- **Office:** NBURNS 237
- **Office Hours:** See Below

Objectives

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

Course Web Site

This course has an accompanying website. You are responsible for announcements, the schedule, and other resources posted on the website. Assignments and grades will be managed using [Canvas](#), which requires a valid Utah Tech username and password.

Assignments and Exams

You will be expected to complete the following:

- an initial set of learning outcomes
- weekly meetings with instructor (online)
- a final report

Grading

Your grades will be based on a percentage of possible point totals from above. The grading scale is standard

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

Students are responsible for material covered and announcements made in class. School-related absences may be made up only if prior arrangements are made. The class [schedule](#) 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. Exams and quizzes cannot be made up unless arrangements are made *prior* to the scheduled time.

Time

Courses should require about 45 hours of work per credit hour of class. This class will require about 135 hours of work on the part of the student to achieve a passing grade, which is approximately 9 hours per week. If you do not have the time to spend on this course, you should probably rethink your schedule.

Late work

Assignments that are turned in by the due date and that are done correctly will receive full points.

Late assignments can be turned in until the exam is given which covers the assignment. You may receive a reduced score on the late assignment.

Assignments will not be accepted after an exam has been given that relates to those earlier assignments.

Any exceptions must be discussed with the instructor. Computer failure does not qualify as an excuse for late work.

Cheating and Collaboration

It is ok to talk to each other and to get help from each other, but in the end, everything should be your own. You should NOT copy/paste. You should know what cheating is. Cheating can be penalized with an 'F' on the assignment, and 'F' in the course, and/or appropriate annotation on campus-wide student records.

Important Dates Spring 2023

Jan 9 - Date classes begin
Jan 13 - Last day to add without instructor permission
Jan 20 - Last day for refund of 100% tuition and fees
Jan 30 - Pell Grant census date
Jan 30 - Last day for refund of 50% tuition and fees
Feb 6 - Last day to add or audit classes with instructor permission
Mar 1 - Midterm grades posted
Mar 3 - Last day to drop an individual class
Apr 10 - Last day for complete withdrawal from all classes
Apr 26 - Last day of classes
Apr 28 - May 4 - Final Exam dates
May 9 - Final grades posted

Check the [academic calendar](#) for exact dates.

Disability Statement

DSU strive to make learning materials and experiences accessible for all students so If you are a student with a medical, psychological, or learning disability or anticipate physical or academic barriers based on disability, you are welcome to let me know so we can discuss options. Students with documented disabilities are required to contact the Disability Resource Center located in the North Plaza Building, Next to the Testing Center (435-652-7516) to explore eligibility process and reasonable accommodations related to disability.

Title IX Statement

DSU seeks to provide an environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual harassment/misconduct/assault we encourage you to report this to the college's Title IX Director, Cindy Cole, (435) 652-7731, cindy.cole@dixie.edu. If you report to a faculty member, she or he must notify the Title IX Director about the basic facts of the incident.

Email Disclaimer

You are required to frequently check your campus email account. Important class and university information will be sent to your campus email account, including Utah Tech bills, financial aid/scholarship notices, notices of canceled classes, reminders of important dates and deadlines, and other information critical to your success at Utah Tech and in your courses. To access your campus email account, visit mail.utahtech.edu. Your username is your Digital ID (e.g. D00111111) If you have forgotten your PIN, visit my.utahtech.edu and click the "Forgot Pin" button.

College Policies

[Policy for absences related to college functions](#)

[Disability Resource Center](#)

[IT Help Desk](#)

[Library](#)

[Testing Center](#)

[Tutoring Center](#)