

**Course Syllabus**  
**ISM 4941 Practicum in Computer Info Sys - 3 Credits**  
**Spring 2020**  
 Rev. December 15, 2019

<b>General Information</b>	
<b>Course Number/CRN</b>	CRN 12106
<b>Course Title</b>	Practicum in Computer Info Systems Internship
<b>Semester/Year</b>	Spring 2020
<b>Offering College/Department</b>	Lutgert College of Business (LCOB)/Information Systems and Operations Management (ISOM)
<b>Credit Hours</b>	3
<b>Meeting Times/Location</b>	Spring 2020 Online
<b>Method of Delivery</b>	<ul style="list-style-type: none"> <li>• Online through Canvas</li> </ul>
<b>Student-Student/Faculty-Student Interaction Strategy</b>	
<b>Course URL</b>	<a href="http://canvas.fgcu.edu">http://canvas.fgcu.edu</a> (select the “ISM 4941” course)
<b>Prerequisites</b>	None
<b>Instructor Information</b>	
<b>Instructor</b>	Eugene Hoyt
<b>Office Location</b>	Lutgert Hall 3364
<b>Phone Number</b>	239-590-1192 Please email me through Canvas or FGCU email.
<b>E-Mail Address</b>	ehoyt@fgcu.edu
<b>Office Hours for CGS 1100</b>	Posted on Canvas
<b>Course Information</b>	The objective of an internship is to provide Florida Gulf Coast University (FGCU) students with an opportunity to enhance their academic preparation through practical, hands-on experience. An internship seeks to offer students the opportunity for professional growth within an organization through the completion of challenging and meaningful work. Students gain valuable experience that translates to high marketability upon graduation. Employers gain a valuable opportunity to review intern credentials for organizational “fit”.
<b>Catalog Description</b>	ISM 4941 Practicum in Computer Info Sys
<b>Required Materials</b>	<p><b>Required</b>          A mandatory confirmation of attendance assignment will need to be completed within the first week of classes on Canvas. This assignment will be required for all students, not only those receiving financial aid.</p> <p><b>Students: 5 Steps to Your Academic Internship</b></p> <ol style="list-style-type: none"> <li>1. Get Pre-Qualified by Your Academic Advisor           <ul style="list-style-type: none"> <li>▪ Do you qualify? You need Junior standing (60 credit hours), an overall FGCU GPA of 2.5 and a 3.0 in your major.</li> <li>▪ Make an appointment by calling 239-590-7302.</li> <li>▪ LCOB Advisor signature required before moving to Step #2.</li> </ul> </li> <li>2. Find Your Internship           <ul style="list-style-type: none"> <li>▪ Sign-up and search FGCU’s career website: <a href="http://www.collegecentral.com/fgcu">www.collegecentral.com/fgcu</a></li> <li>▪ Develop a list of target organizations.</li> <li>▪ Feel free to use other sources such as <a href="http://www.Indeed.com">www.Indeed.com</a> or recommendations from friends and faculty.</li> <li>▪ Attend Career Fair and Events: <a href="http://studentservices.fgcu.edu/careers/">http://studentservices.fgcu.edu/careers/</a></li> </ul> </li> </ol>

	<p>3. Meet with LCOB Internship Coordinator.</p> <ul style="list-style-type: none"> <li>▪ Review professional standards, resume, LinkedIn, Dress for Success.</li> <li>▪ Review goals for internship success and confirm learning outcomes with employer.</li> <li>▪ LCOB Internship Coordinator and Employer signatures required before moving to Step #5.</li> </ul> <p>4. Get Ready!</p> <ul style="list-style-type: none"> <li>▪ Make an appointment with the FGCU Career Center for job search and interviewing assistance by calling (239) 590-7946.</li> <li>▪ Explore <a href="http://www.Linkedin.com">www.Linkedin.com</a> (Social media for professionals.)</li> <li>▪ Polish your resume.</li> </ul> <p>5. Get Approval from Your Faculty Internship Supervisor</p> <ul style="list-style-type: none"> <li>▪ To earn academic credit, you must receive faculty approval prior to starting your internship.</li> <li>▪ Each Major has a faculty member assigned to oversee internships. Each Major requires additional academic assignments and may include Canvas modules or presentations.</li> <li>▪ Faculty signature required before enrollment is complete.</li> <li>▪ Submit your signed forms to the LCOB Advising Office for registration.</li> </ul>
<b>Learning Objectives</b>	<ul style="list-style-type: none"> <li>• Apply information systems theory/standards to information systems practice areas: Students will be able to demonstrate an understanding of information systems standards and the conceptual framework.</li> <li>• Assessed by Information Systems work performed in the field</li> </ul>
<b>Teaching Philosophy</b>	<p><u>Instructor's Role</u> - The instructor serves as facilitator in the learning process:  <u>Student's Role</u> - Students (you!) should be active participants in the learning process:</p> <ul style="list-style-type: none"> <li>• Submitting assignments in Canvas (by due date)</li> </ul>
<b>Grading Policy</b>	<p><b>Grading Policy:</b></p> <ol style="list-style-type: none"> <li>1. <b>Online Canvas weekly internship updates.</b></li> <li>2. <b>Internship completion</b></li> </ol>
<p><b>COURSE EVALUATION</b></p> <p><b>Attendance-Participation</b></p> <p><b>Grading Criteria for assignments and tests.</b></p>	<ul style="list-style-type: none"> <li>• A mandatory confirmation of attendance assignment will need to be completed within the first week of classes on Canvas. This assignment will be required for all students, not only those receiving financial aid.</li> <li>• Weekly internship updates</li> <li>• Completion of internship</li> </ul>
<b>Policy regarding missed tests or assignments</b>	<ul style="list-style-type: none"> <li>• Please see the university catalog for information.</li> <li>• To be excused for deaths in the family, you must provide information pertaining to your travel to and from campus.</li> <li>• Please be aware that being "dropped by the University for not paying the full tuition" is NOT a reason for an authorized and excused absence specified in the university catalog.</li> <li>• An emergency such as unavailability of CANVAS (due to network problems) will be considered by the instructor on a case by case basis.</li> </ul>
<b>Statement on e-mail usage in Eagle mail and/or CANVAS email</b>	<p>To assure that your e-mails are delivered, you must use either Eagle e-mail or Canvas messaging to communicate with the instructor and other students.</p>

**Last day to drop/withdraw without academic penalty**

Please find the information at <http://www.fgcu.edu/Registrar/academiccalendar.asp>

**University Statements****Academic Behavior Standards and Academic Dishonesty**

All students are expected to demonstrate honesty in their academic pursuits. The university policies regarding issues of honesty can be found in the FGCU Student Guidebook under the *Student Code of Conduct* and *Policies and Procedures* sections. All students are expected to study this document which outlines their responsibilities and consequences for violations of the policy. The FGCU Student Guidebook is available online at <http://studentservices.fgcu.edu/judicialaffairs/new.html>.

Sanctions for academic dishonesty may include receiving an “F” in this course – FGCU may impose additional penalties. Any incidents of academic dishonesty may be referred to the FGCU Office of Judicial Affairs. Please look up the definition of plagiarism – it includes copying something off the Internet & submitting it as your own work.

Some examples of what is **NOT** acceptable:

- Working with another student & turning in the same work (e.g. tests, papers, spreadsheet, database, etc.).
- Emailing or posting your work to let someone else “just see how you did it”.
- Copying someone’s assignment or copying something from a book or the Internet.
- Giving or receiving help from someone (in person, online or on the phone) during an online test.
- Telling someone else what is on a test.
- Collaborating on the final exam

Examples of what is acceptable:

- Discussing how to approach an assignment with another student.
- Showing someone where they might have made a mistake on an assignment.
- Asking the professor for assistance.

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**University Nondiscrimination Statement**

Florida Gulf Coast University is committed to ensuring equity & fairness for all University employees, students, visitors, vendors, contractors & other third parties. As such, the University prohibits discrimination on the bases of race, color, national origin, ethnicity, religion, age, disability, sex (including sexual harassment/assault), gender identity/expression, marital status, sexual orientation, veteran status or genetic predisposition with regard to admissions, employment, programs or other activities operated by the University. This prohibition extends to enforcement of Title IX of the Education Amendments of 1972. Questions or complaints should be directed to the Office of Institutional Equity & Compliance (OIEC). The OIEC’s phone number is (239)745-4366; the OIEC email address is [OIEC@fgcu.edu](mailto:OIEC@fgcu.edu).

**Counseling & Psychological Services (CAPS)**

Counseling & Psychological Services (CAPS) provides free counseling & therapy services (including psychiatry) to all FGCU students. Please walk into the Student and Community Counseling Center building on the 3rd floor office any weekday between 8:30 & 4:30 to schedule an initial contact appointment. Visit the CAPS website at [www.fgcu.edu/caps](http://www.fgcu.edu/caps) for more information. CAPS offer a 24/7 Helpline at (239) 745-3277 (EARS). If you feel like you may be in danger of hurting yourself or others, call 911 or go to the nearest hospital. If you are an FGCU student in immediate distress outside of normal business hours (evenings, weekends, and holidays) who would like to speak with a mental health professional can call the CAPS help line: 239-745-EARS (3277).

**Disability Accommodations Services**

Florida Gulf Coast University, in accordance with the Americans with Disabilities Act & the university's guiding principles, will provide classroom & academic accommodations to students with documented disabilities. If you need to request an accommodation in this class due to a disability, or you suspect that your academic performance is affected by a disability, please see me or contact the Office of Adaptive Services. The Office of Adaptive Services is located in the Wellness Building. The phone number is 239-590-7956 or Video Phone (VP) 239-243-9453. In addition to classroom & campus accommodations, individuals with disabilities are encouraged to create their personal emergency evacuation plan & FGCU is committed to providing information on emergency notification procedures. You can find information on the emergency exits & Areas of Rescue Assistance for each building, as well as other emergency preparedness materials on the Environmental Health & Safety & University Police Department websites. If you will need assistance in the event of an emergency due to a disability, please contact Adaptive Services for available services & information.

### **Observance of Religious Holidays**

All students at Florida Gulf Coast University have a right to expect that the University will reasonably accommodate their religious observances, practices, & beliefs. Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances. Where practicable, major examinations, major assignments, & University ceremonies will not be scheduled on a major religious holy day. A student who is to be excused from class for a religious observance is not required to provide a second party certification of the reason for the absence.

### **Library Information**

Main page: <http://library.fgcu.edu/>

Tutorials & Handouts: <http://library.fgcu.edu/RSD/Instruction/tutorials.htm>

Research Guides: <http://fgcu.libguides.com/>

Contact for Librarian: Regina Beard ([rmbear@fgcu.edu](mailto:rmbear@fgcu.edu)), Business Librarian is available by appointment for assistance with business research questions.

### **Distance-Learning**

Information on distance learning courses is available online at <http://itech.fgcu.edu/distance/>

Information on online tutorials to assist students is available online at <http://www.fgcu.edu/support/Approved>

#### **o How to Log into the Course in CANVAS**

- Activate your FGCU Eagle Mail Account (if you have not done this yet). Your FGCU Eagle Mail account **MUST** be activated to log in to Canvas. If you are a first-time student, you will need your PIN & Eagle ID, both of which are assigned at registration.
  - o If you don't know your PIN, you will need to go to the Registrar's office to retrieve it.
  - o To activate your account, visit <http://admin.fgcu.edu/IS/applications/studentaccts/activate.asp>.
  - o Log in to Canvas at <http://canvas.fgcu.edu/>. You need to use FGCU Eagle Mail account & password to log in; expand, if not displayed; Click CGS1100

*"The first rule of any technology used in a business is that automation applied to an efficient operation will magnify the efficiency. The second is that automation applied to an inefficient operation will magnify the inefficiency." Bill Gates*