INTERNSHIP

CIS 245

Spring 2022

Number of Credits: 3

Days Class Meets: Online

Meeting Times: N/A

Location/Venue: JetNet Online

Instructor: Dianne Hill

Contact Phone: 517-796-8546

Contact Email: hilldiannem@jccmi.edu

Online Office Hours:

Mondays: 1:00pm – 5:30pm (Online)
Tuesdays: 3:00pm – 5:30pm (Online)
Thursdays: 12:00pm – 3:00pm (WA 226F) by appointment

Course Description
This course will provide comprehensive work experience to assist students in the development of essential skills to be successful in a chosen career. The student must obtain the position and receive approval from the department before beginning the course.

Course Objectives
The course goals and objectives incorporate specific General Education Outcomes (GEOs) established by the JC Board of Trustees, administration, and faculty. These goals are in concert with four-year colleges and universities and reflect input from the professional communities we serve. GEOs guarantee students achieve goals necessary for graduation credit, transferability, and professional skills needed in many certification programs. The GEOs and course objectives addressed in this class include the following:

1. Apply classroom knowledge to a job situation
2. Acquire success traits such as punctuality, follow through and work ethic
3. Develop job search skills
4. Develop maturity, confidence and self-esteem relative to job performance

5. Determine career choice
6. Develop professional skills through application

Course Requirements

Before the internship begins:
1. Review this syllabus packet including all forms
2. Submit your completed CIS 245 Internship Application Form
3. Schedule your meeting with the faculty internship coordinator
4. Meet with your JC faculty internship coordinator to confirm internship viability and plans for the semester. This meeting may take place in person or by phone.
5. Meet with your work supervisor to confirm internship plans and review JC requirements
6. Submit your completed CIS 245 Internship Information Form to the faculty internship coordinator

During the internship:
1. Work your internship hours and stay in regular communication with your work supervisor
2. Complete the Internship Course Project before due date
3. Keep track of your internship hours and be mindful of the 150 hour minimum
4. Host an Internship Site Visit by JC staff including work supervisor
5. Submit forum posts
6. Contact your faculty internship coordinator and/or your work supervisor if any concerns arise

Review the course project details posted within the class JetNet site.

Textbook

No Textbook Required

Learn about the new textbook program at JC

For account billing questions, please contact the Jackson College Cashier at jccashier@jccmi.edu

Extras
C++ compiler

Grading Procedure

Requirements:	
Internship Application form	10
Internship Information Form	10
Internship Work Log/150 hours completed	50
Draft of Course Project	50

Final course project	50
Internship Evaluation form	50
Forum posts (3 @ 10 each)	30
TOTAL	250

Grading Scale

GPA	GRADE RANGE
4.0	94-100%
3.5	88-93%
3.0	82-87%
2.5	76-81%
2.0	70-75%
1.5	64-69%
1.0	58-63%
0.5	52-57%
0.0	0-51%

Academic Honesty Policy

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

Plagiarism

Plagiarism is defined as the failure to give credit for the use of material from outside sources. Plagiarism includes but is not limited to:

- Submitting other's work as your own

- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation

- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

Cheating

Cheating is defined as obtaining answers/material from an outside source without authorization. Cheating includes, but is not limited to:

- Plagiarizing in any form

- Using notes/books/electronic material without authorization

- Copying

- Submitting others' work as your own or submitting your work for others

- Altering graded work

- Falsifying data

- Exhibiting other behaviors generally considered unethical

- Allowing your work to be submitted by others

Accessibility

Jackson College understands that cultivating a broadly diverse community is crucial to our educational mission and to our foundational commitment to leadership and service. Jackson College is fully committed to ensuring our courses are accessible to everyone including those with disabilities. We are currently working to increase accessibility and usability of our course materials in order to meet or exceed the requirements of Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and Web Content Accessibility Guidelines (WCAG) 2.0. For more information about Jackson College's efforts to ensure accessibility please visit the Jackson College accessibility web page.

If you have an accessibility need in any of our classes please e-mail the Center for Student Success at JCCSS@jccmi.edu or visit the Center for Student Success web page.

Support

At the Center for Student Success (CSS), we are committed to providing all students the opportunity to achieve academic success by providing a variety of support services free of charge to Jackson College students. This includes, but is not limited to, peer and faculty tutoring, mental health referral, temporary assistance with transportation, various workshops/seminars, and the TRIO program.

In addition, the CSS staff is committed to adapting the College's general services to meet the individual needs of otherwise qualified students with disabilities, for the purpose of providing equal access to all programs and facilities.

Oasis Center

During a student's college experience, one might encounter situations that impact their learning environment. When these situations occur, support from the Oasis Center is available to provide shortterm assistance. If the situation requires ongoing support, the Oasis Center staff can provide that level of support or will assist the individual in securing an outside agency to provide it.

For more information visit the Jackson College Oasis Center webpage https://www.jccmi.edu/the-oasiscenter/

Health Clinic

Jackson College has partnered with Henry Ford Allegiance Health to offer healthcare to Jackson College students and employees. The Jackson College Health Clinic (JCHC) is located on Central Campus in the Justin Whiting Hall, Room 111. The caring and professional staff at the JCHC provides quality healthcare,

including annual exams (physicals, program physicals and sports physicals), acute and chronic illness care and preventative health care (It's Your Life).

For more information visit the Jackson College Health Clinic webpage https://www.jccmi.edu/health-clinic/

Dental Clinic

Community members may utilize Jackson College Dental Hygiene Clinic, which offers dental hygiene services while helping students gain experience. Students work under the supervision of license dental hygiene instructor and dentist as they offer preventative services.

For more information visit the Jackson College Dental Clinic webpage https://www.jccmi.edu/dentalhygiene/dental-hygiene-dental-clinic/

Help

Available learning services or opportunities for students seeking help with their course work. May include information about tutors, learning centers, reserved library materials, counseling services.

Academic Advising

Student success navigators serve not only as academic advisors but as a student's academic, financial, and total resource advocate or coach.

Students will have an assigned navigator to meet with for advising and any questions they may have. Navigators will serve as the "go-to" person to help students throughout the college experience.

It is important to know your Student Success Navigator. You may find your Navigator by visiting this website https://www.jccmi.edu/academics/academic-advising/ and click on your pathway. You should also receive an email from your Navigator at the beginning of the semester.

Attendance- Participation Policy

Regular class participation and keeping up on the reading and assignments is strongly correlated with survival in college. It is my recommendation that you plan to do your assignments and take your exams BEFORE the last day they are due. If problems occur, there is time to fix them before the deadline.

In compliance with Federal Title IV funding requirements, as well as college initiatives, I will be monitoring student participation on a regular basis and officially reporting student activity throughout the term to assure compliance with college policy and federal regulations. It is imperative that you log in to the course and actively participate within the first couple of days of the term to validate your enrollment in the course. After that, not actively participating in class may result in you being withdrawn from the course. Being withdrawn from a course can have an impact on financial aid, billing, athletic eligibility, and housing status. As a college student you are responsible for how your participation impacts your academic progress; the accountability lies with you. Caveat

Please note: The format and timing of this course may need to change due to unforeseen circumstances. In particular: school closings, instructor illness, weather, or other situations that may arise. If you are taking an in -person class, you will be required to complete a Reintegration Video Training course in JetNet prior

to being admitted to campus. All COVID safety protocols in place are based on current guidelines and will be enforced while students are on campus.

Important Dates:

The Academic Calendar can be found on JC's website at:

https://www.jccmi.edu/academics/academiccalendar/

Calendar

*. *The calendar timelines and assignments are an approximation and could be changed.*

Beginning	Internship Application Form
	Internship Information Form
	Forum post 1
During	Forum post 2
	Forum post 3
	Rough Draft of Course Project
End	Final Revision Course Project
	Internship Evaluation form
	Internship Work Log/150 hours completed

INTERNSHIP INFORMATION FORM

Student Contact Information:

Student Name	
JC Student ID #	
Preferred Email	
Preferred Telephone	

Business or Organization Contact Information: Website, description or mission statement

Business or Organization Name	
Business or Organization Address	
Business or Organization website, description and/or mission statement	

Supervisor Contact Information:

Supervisor Name	
Supervisor Email	
Supervisor Telephone	

Description of internship work project(s) to be completed:

Description of internship work project(s) to be completed:	
Estimated dates for internship work:	
Estimated total internship hours and description of anticipated internship work schedule:	
Description of learning objectives/outcomes anticipated	

CIS 245
INTERNSHIP WORK LOG

Date	Description of Work	Hours

	Total Internship Hours =	

INTERNSHIP EVALUATION FORM

For the Internship Supervisor: Please complete this evaluation form and review with the intern. Thank you for working with this Jackson College student and providing a valuable professional learning experience!

Work habits: Was the student intern early or on time? Were there any issues with excessive absences or tardiness? Please consider a rating based on a 100 point scale. Please share some comments with the student intern about their work habits.

Work habits score:	
Work habits comments:	

Work attitude: Did student seem positive, helpful, engaged, etc.?

Work attitude score:	
Work attitude comments:	

Work skills: Did the student exhibit the specific work skills necessary to complete the duties of this internship work project or work commitment?

Work skills score:	
Work skills comments:	

Supervisor Comments: Please share your observations, suggestions for improvement and any other comments with the student intern and this internship experience.

(Please use as much space as you like.)