CIS 291 PC TECHNOLOGY INTERNSHIP
Spring 15
WELCOME!

INSTRUCTOR CONTACT INFORMATION:

Steve Higdon 425-640-1777, Office Location: ALD 204B, Office Hours: Tuesdays and Thursdays 12:00 to 2:30 you may reach me online. Please normally contact me through Canvas – instructions below. If this is regarding advising, please email me at: shigdon@email.edcc.edu with subject line Advising.

DESCRIPTION OF THE COURSE:

Students working toward the CIS degree, who are in the second year of their course work, receive on-the-job training in information systems. One credit can be earned for each 30 hours worked. (Half credits are available for 15 hours.)

NUMBER OF CREDITS:

PLEASE MAKE SURE YOU ARE SIGNED UP FOR THE APPROPRIATE NUMBER OF CREDITS!! Refunds are not available after the College's official refund dates – see the academic calendar at: **http://www.edcc.edu/calendar/ academic.php**.
Every 30 hours of work = 1 credit and half credits are available (15 hours of work).

COURSE WORK:

Because this course requires an entrance code to register**, you should have already met with me, obtained an internship and filled out and submitted your signed Internship Agreement and Learning Objective pages of the internship paperwork.** If this is not the case, please email me immediately. Additional blank copies of the paperwork are located on this site under course materials. If you have any questions, please feel free to contact me and I'm confident that this internship opportunity will help you find and secure future employment.

When your quarter of internship is near finals week you must turn in to me by the deadline:

DEADLINE: NO LATER THAN **TUESDAY JUNE 9th** at 2:00 PM**,** you must submit **signed** copies of the following:
- Internship Self Evaluation (You fill out)
- Supervisor's Evaluation of Intern Performance (signed by supervisor)
- Internship Timesheet (signed by supervisor)

You may submit your completed paperwork:

- By sliding hard copies under my office door (ALD 204B).

- To the STEM Division Secretaries – 2nd floor, ALD Hall.

- By scanning hard copies and sending electronic versions to my email address above.

COURSE MEETS / CANVAS ASSISTANCE: ONLINE

- This is an online course only, therefore, make sure your email address at Edmonds Community College is accurate. All students will need to use their EdMail accounts to both send and receive messages within this class and also to be able to receive important messages from the college.
- Successful completion of student responsibilities in this class requires access to Canvas via an Internet browser. For EdCC Canvas/ EdMail assistance, contact START by going to LYN 305, by calling 425-640-1101, or by emailing start@edmail.edcc.edu directly with any questions.
- If you are new to Canvas, I highly recommend checking out this link to familiarize yourself with Canvas features: http://guides.instructure.com/s/2204/m/4151/l/45151-canvas-faqs

COMMUNICATION:

1) **STUDENT COMMUNICATION WITH INSTRUCTOR:**

Use the Inbox in Canvas when you have class related questions/correspondence. For general Advising outside the scope of this class, contact me at shigdon@email.edcc.edu and put the word Advising in the subject line. If you happen to email me regarding this class outside of Canvas, please put CIS 291 in the subject line so I don't miss it. Sample Canvas Help screen:

Communicate through Conversations

Another way you can communicate with your instructor about your assignment is through the Canvas conversations located by clicking the **Inbox** link.

2) **INSTRUCTOR COMMUNICATION WITH STUDENT:**

You'll need to go into Canvas and set your Notification Preferences (under settings) so you can determine how, where and under what circumstances. you wish to receive notifications from this class. If you are new to Canvas, once again, I highly recommend checking out this link to familiarize yourself with Canvas features and to learn how to setup your Notification n preferences. http://guides.instructure.com/s/2204/m/4151/l/45151-canvas-faqs

COURSE EVALUATION:

Successful completion of student responsibilities in this class requires access to Canvas via an Internet browser. You are expected to login to the Canvas classroom 1 time during the two weeks of class to familiarize yourself with the materials available, and after that I will send you email and/or email announcements if I need to contact you.

Grade:
Provided you submit your signed paperwork according to the timelines above, you will receive a "S" – satisfactory grade - if your supervisor has evaluated you in at least 4 categories as "met expectations" (or above) on the Evaluation Form. You will receive a "U" – unsatisfactory grade - if your supervisor rates you "needs improvement" in 3 or more categories on the Evaluation Form.
Credits:
You will receive the appropriate number of credits that your supervisor has signed off on – 1 credit = 30 hours, with half credits (15) hour increments available, provided you have received a "S" grade for the course.

POLICY ON V AND I GRADES:

"V" grades mean an instructor-initiated withdrawal. This may be the final grade if an instructor initiates a class withdrawal before the end of the quarter, often in consultation with the student, but also if a student enrolls in a class, but never attends or stops attending class. A faculty member is under no obligation to grant an instructor-initiated withdrawal. I award V grades if a student fails to continue the class, and only approximately ¼ or less of the course work has been completed.

"I" grade means Incomplete and they are given at the discretion of the instructor and only when the student has done satisfactory work, but could not complete part of the course work or take the final examination. To receive an incomplete, the student and instructor must complete and sign the Incomplete Contract that sets a deadline – not to exceed one year – and quality standards for the work to be completed. If the contract is not satisfactorily completed by the deadline, the 'I' grade remains on the student transcript.
I WILL NOT AWARD AN 'I' GRADE BECAUSE YOU DO NOT SUBMIT YOUR MATERIALS BY THE DEADLINE ABOVE OR IF YOU REGISTERED FOR THE WRONG NUMBER OF CREDITS. I WILL ONLY AWARD AN 'I' GRADE IF YOU CONTACT ME IN ADVANCE OF FINALS AND, DUE TO CIRCUMSTANCES OUTSIDE YOUR CONTROL, YOU ARE NOT ABLE TO COMPLETE REQUIRED MATERIALS. ADDITIONALLY, I WILL NOT AWARD AN 'I' GRADE UNLESS WE COMPLETE AND SIGN THE INCOMPLETE GRADE CONTRACT REQUIRED BY THE COLLEGE. THIS MUST BE DONE PRIOR TO FINALS WEEK.

EMERGENCY CLOSURE:

You can sign up to receive email or text notifications of college closures or delayed openings due to weather or other emergencies at http://www.schoolreport.org/. You can also call the college's switchboard at 425.640.1459.

DISABILITY STATEMENT:

If you require an accommodation for a disability, please contact Services for Students with Disabilities, MLT159, (425) 640-1320 or ssdmail@edcc.edu

ADDITIONAL STUDENT RESOURCES:

- Academic Calendar: **http://www.edcc.edu/calendar/_academic.php**
- Advising: **www.edcc.edu/advising**
- College Policies and Procedures: **http://catalog.edcc.edu**
- Counseling and Resource Center: **www.edcc.edu/counseling**
- Distance Learning Office: **www.edcc.edu/online**
- Diversity Student Center: **www.edcc.edu/dsc**
- Learning Support Center: **www.edcc.edu/lsc/Tutoring_Center.php**