***ITSC2164***

***Practicum-Computer and Information Sciences, General***

***Computer Information Systems Department***

***Technical Education Division***

***and***

***Division of Arts and Science***

***Levelland***

***South Plains College***

***Fall 2017***

***Instructor Charlene Perez***

**Course Title: Practicum-Computer and Information Sciences, General**

**Instructor: Charlene Perez**

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**Office Hours:** **Posted** (Check my office door & Blackboard.)

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**SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT’S LIFE**

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Subject to change without notice.

**General Course Information:**

**Course Description:**

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and student.

**Course Learning Outcomes:**

As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

**Required Materials:**

**Textbook: None**

**Other Materials: None**

**Attendance Policy:**

Class attendance is extremely important in order to meet the objectives of this course. STUDENTS ARE RESPONSIBLE FOR INITIATING THEIR OWN WITHDRAWAL, if that becomes necessary. If a student is administratively withdrawn from the class, the grade appearing on the transcript will be, at the instructor’s discretion, an ‘X’ or ‘F’. Administrative withdrawal (Teacher and/or Administrative Office) will occur if the student has missed a total two (2) weeks of class during a regular session, or if the instructor decides absences are excessive.

As the student will be participating in a working environment the employer/supervisor will determine the schedule and attendance policies.

**Grading Scale Your grade for this course will be made up as follows:**

Student is required to perform all task assigned by their supervisor. Students are required to work 8 to 10 hours per week as necessary to meet the 112 to 160 hours per semester. The student is also required to write a short paper describing their experience on the job each week.

At the end of the semester the supervisor and instructor will discuss the students’ performance on the job.

**Student Conduct:**

* Cell phones and any other electronic devices are to be turned off or on vibrate during class time. If you have a legitimate need that requires that you receive a phone call during class contact me before class begins.
* Your very best manners are always expected and appreciated before, during and after class.
* Working together is permitted provided you are doing your own work. If you are touching someone else’s keyboard or mouse or using someone else’s storage device that is too much help. Cheating is not tolerated at any time. First offense will result in a zero for all parties involved and a second offense will result in being dropped with an “F” from this course.
* Additional student conduct expectations are outlined in the South Plains General Catalog and the South Plains College Student Guide. Both are available on the SPC web site.

**Cheating and Plagiarism:**

**Cheating** violations include, but are not limited to: (1) obtaining an examination by stealing or collusion, (2) discovering the content of an examination before it is given, (3) using an unauthorized source of information during an examination, (4) entering an office or building to obtain unfair advantage, (5) taking an examination for another, or (6) altering grade records.

**Plagiarism** is the using, stating, offering, or reporting as one’s own an idea, expression, or production another person without proper credit as to its origin. Except in extreme cases, disciplinary action in these cases will be handled by and at the discretion of the instructor and if necessary in consultation with the departmental chairperson. (Student Guide page 11)

**Academic Integrity:**

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present their own work, which he or she has not honestly performed, is regarded as a serious offense and renders the offender liable to serious consequences, possibly suspension. Students should refer to the South Plains College General catalog policy regarding consequences for cheating and plagiarism (see “Academic Integrity” as well as “Student Conduct” sections in the college catalog page 23).

**Electronic Assignments:**

This class will involve the use of the Internet and some access to discussion groups, forums, bulletin boards, e-mail programs and/or chat rooms in order to complete the objectives for this class. Topics assigned by the instructor will be relevant to the objectives of this course.

**DISCLAIMER**:

“This is to notify you that the materials you may be accessing in chat rooms, bulletin boards or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.”

**Diversity Statement:**

This class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world, and about ourselves. By Promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should be and can be.

**Equal Opportunity Policy:**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office through the Guidance and Counseling Centers at Reese Center (Building 8) [716-4606](tel:716-4606), or Levelland (Student Services Building) [716-2577](tel:716-2577).