Instructor:  Dr. Sunita Lodwig/Prof. Rick Walsh  
E-Mail: slodwig@sar.usf.edu/walshf@sar.usf.edu  
Office Hours: As needed for one-on-one discussion/review with student and interning organization

PREREQUISITES: Students should have entered their Senior year with the all Core courses completed as well as a majority of the Concentration courses. It takes a year to identify, plan and complete the IT Senior Project/Internship.

COURSE DESCRIPTION AND PURPOSE: This project/Internship is intended to satisfy the requirements of the IT Senior Project course. In so doing, mastery of the degree’s discipline-specific, critical thinking, and communication skills must be demonstrated. These are crucial and decisive to determine if the intended learning outcomes have been achieved and to assess student readiness to enter the work force at the baccalaureate level.

The student will complete and submit for approval, a signed IT Senior Project contract document (see attached). Once the project is approved, the student will start work on it, and will submit bi-weekly status updates. On completion the student will give do the following:
- An in-person on-campus presentation and demo of the project to an audience of peers and faculty
- A 4-6 page report on the entire experience
- A proctored written test on the project and related subject matter.

COURSE OBJECTIVE: The IT Senior Project is meant to demonstrate the student’s ability to complete a project or significant task within a project. As such, it cannot be merely “steady-state” work; there must be a structure to this project – a defined beginning, project phases, and completion.

COURSE LEARNING OUTCOMES: The baccalaureate degree’s intended learning outcomes are:
1. Demonstrate technical knowledge and skill sets (computational and analytic) needed for success in careers related to Information Technology.

2. Demonstrate an understanding professional ethics in the development and application of Information Technology.

3. Design and develop computer processes and systems of advanced complexity.

4. Assess the potential value of new technologies and see possibly beneficial applications.

5. Conduct computer research, organize a structured presentation, and deliver it in a way that communicates to novice users as well as computer experts. (requires face-to-face presentation at IT colloquium).
TEXT AND MATERIALS: There are no textbooks required for this course other than relevant software and tools manuals.

CANVAS USE:
The class syllabus is posted on CANVAS, an online course management system. In this class CANVAS will be used for all communications.
Information on how to use CANVAS is available at:
http://www.sarasota.usf.edu/Academics/DE/current_students.php
Other sources for assistance are the toll-free hotline, (866) 974-1222 or the live online help site:
http://usfsupport.custhelp.com/app/chat/chat_launch

GRADING, EVALUATION AND ATTENDANCE POLICIES:
A. Per USFSM policy, you receive a graded assignment or examination prior to the semester’s drop/withdraw date.
B. Specifically state the value of and the manner in which each assignment in the syllabus will be evaluated or graded. Bi-weekly reports on project progress are a contributing factor to the final grade.
C. The course grade includes an assessment on how well you have demonstrated the five learning outcomes listed above. We will use the straight A,B,C,D and F system, point system.
D. This course does not require any class attendance. However, bi-weekly updates on project progress, issues encountered, hurdles, etc. will need to be communicated to the faculty in charge.
E. Notice of permission/non-permission to sell notes or tapes of class lectures.

COURSE SCHEDULE:
A. The schedule is the timeline of final and intermediate deliverables stated in the IT Senior Project contract.
B. Near the end of the semester, the student will give a presentation and demo of the project to faculty and students.
C. Sometimes students require additional time to complete the project. Hence the IT Senior Project is flexible enough to accommodate this. The project usually spans a couple of semesters without the student having to reenroll. This also implies that if the student does not complete the project within 2 semesters the grade automatically becomes an F.

USFSM Policies (A-G must be included)
A. Academic Dishonesty: The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. Please be sure to review the university’s policy in the catalog, USFSM Undergraduate Catalog or USFSM Graduate Catalog and the USF Student Code of Conduct.

B. Academic Disruption: The University does not tolerate behavior that disrupts the learning process. The policy for addressing academic disruption is included with Academic Dishonesty in the catalog: USFSM Undergraduate Catalog or USFSM Graduate Catalog and the USF Student Code of Conduct.
C. Contingency Plans: In the event of an emergency, it may be necessary for USFSM to suspend normal operations. During this time, USFSM may opt to continue delivery of instruction through methods that include but are not limited to: CANVAS, Collaborate, Skype, and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor CANVAS site for each class for course specific communication, and the main USFSM and College websites, emails, and MoBull messages for important general information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency. See the Safety Preparedness Website for further information.

D. Disabilities Accommodation: Students are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation. Contact Information: Pat Lakey, Coordinator, 941-359-4714, plakey@sar.usf.edu, www.sarasota.usf.edu/Students/Disability/

E. Fire Alarm Instructions: At the beginning of each semester please note the emergency exit maps posted in each classroom. These signs are marked with the primary evacuation route (red) and secondary evacuation route (orange) in case the building needs to be evacuated. See Emergency Evacuation Procedures.

F. Religious Observances: USFSM recognizes the right of students and faculty to observe major religious holidays. Students who anticipate the necessity of being absent from class for a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second week of classes. Instructors canceling class for a religious observance should have this stated in the syllabus with an appropriate alternative assignment.

G. Web Portal Information: Every newly enrolled USF student receives an official USF e-mail account. Students receive official USF correspondence and CANVAS course information via that address.

STUDENT WELLNESS
The Counseling and Wellness Center is a confidential resource where you can talk about incidents of sexual harassment and gender-based crimes including sexual assault, stalking, and domestic/relationship violence. You can receive assistance in confidence. This confidential resource can help you without having to report your situation to the Office of Student Rights and Responsibilities (OSSR) or the Office of Diversity, Inclusion, and Equal Opportunity (DIEO); unless you request that they make a report. Please be aware that educators must report incidents of sexual harassment and gender-based crimes including sexual assault, stalking, and domestic/relationship violence. If you disclose any of these situations in class, in papers, or to me personally, I am required to report it to OSSR or DIEO for investigation. The Deputy Coordinator for USFSM is Mary Beth Wallace, AVP for Student Enrollment, Engagement and Success, 941-359-4330 or marybeth@sar.usf.edu. Other number and resources:

· Counseling Center and Wellness Center 941-487-4254
· Victim Advocate (24/7) 941-504-8599

List of off-campus resources:
· Hope of Manatee: 941-755-6805
· Safe Place & Rape Crisis Center (SPARCC) – Sarasota: 941-365-1976
· First Call for Help- Manatee: 941-708-6488 -Sarasota & North Port 941-366-5025
· Manatee Glens: 941-782-4800