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|   | Course name: Network Portfolio 1Course number: 10-631-109Course Syllabus  |
| Course Information |
| **Course description:**  This is the first of two capstone courses for second year students. Students will create a portfolio based on a provided scenario. They will be required to provide items such as wireless assessments of the area, recommend required equipment, provide a Gantt chart, etc. based on the knowledge they gained from the first semester. This is an individual project, and students will be able to use the portfolio to show to prospective employers. **Number of credits:** 1**Pre-/co-requisites:** 631-112 PC Hardware Interfacing 631-108 Manufacturing Communication Protocols 631-105 Help Desk Fundamentals 631-103 Apple Devices & Operating Systems 631-119 Wireless Networking 1**Required and recommended textbooks and materials:** None |
| Instructor Information |
| **Name:** Ed Scoville**Email address:** escoville1@blackhawk.edu**Phone number:** 608-757-7645 **Office hours:** Monday – Thursday 1:00 – 2:00 pm**Division:** Advanced Manufacturing and Transportation**Dean or Supervisor:** Dr. Garry Krause**Physical office location for instructor:** Room 406***I will make every attempt to return your email or phone call within 1 business day.*** |
| Important Dates |
| **Course start and end dates:** December 5, 2016 – December 19, 2016**Class meeting times:** 7:00 am – 10:50 am**Add/Drop/Withdrawal dates:** You may add or drop a course without penalty before the course begins. (excluding non-refundable fees) After the course begins the refund policy applies. For example, 60% of all applicable student tuition and fees will be refunded if the application for refund is made after 10% but before more than 20% of the course’s potential hours of instruction have been completed. *See the Student Handbook for further information on adding, dropping and withdrawing from classes and on the college’s refund policy.* |
| Attendance / Participation |
| **Course attendance/participation policy:**Attendance is a necessary component of becoming a successful, reliable, participating student and employee.  It demonstrates the student's willingness to prioritize and accept responsibility for enrolling in this program.  Attendance is the key to completing your coursework on time.*Note:*All students are to treat this course as they would a job.  It is your responsibility to report your absence to your instructor.  You are REQUIRED to call, email, or talk to your instructor (prior to a known absence) if you will not be attending class.  Each student is given one free day per semester.  If you do not call, email, or talk to your instructor about an absence you will be docked five (5) points for each unexcused day from the course you are currently working on.  You will also lose 25 points from the course you are currently working on if you miss 3 days in a row (excused or not).**What to do in case of instructor absence:** Attend class unless other instructions are given.**What to do in case of student absence:** Call or email your instructor prior to class starting.**Guidelines for tardiness:** All students are to treat this course as they would a job.  It is your responsibility to report your tardiness to your instructor.  You are REQUIRED to call, email, or talk to your instructor (prior to a known tardiness) if you will be late to class.  Each student is given one free day per semester.  If you do not call, email, or talk to your instructor about tardiness you will be docked five (5) points for each unexcused day from the course you are currently working on.  You will also lose 25 points from the course you are currently working on if you are late 3 days in a row (excused or not).*See the Student Handbook for further information on the Non-Attendance/No Show policy.* |
| ADA Statement |
| If you have a documented disability and would like information about support services and accommodations, please contact Disability Services at (608) 743-4422 deaf/hh call 711 or stop in room 2216 at Central Campus. Please discuss your approved accommodations with me during office hours or after class and be sure to allow at least one week to arrange appropriate classroom or testing accommodations. |
| Grading Plan |
| The grading scale is a scale of points possible and/or weighting of points that equate to a grade and what is acceptable for successful completion of the class. ***I will make every attempt to return your assignments/papers/tests within two business days.*****Policies on late assignments and makeup tests:** Late assignments will be accepted within a week of the original due date, but the late assignment will be docked an entire grade. Tests and quizzes may be made up within one week of the original test/quiz date. Students must schedule a time outside of the normal class time to take the test/quiz. Subject to change due to remarkable situations.

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| **Grade** | **Percent Attained** | **Points Needed** |
| **Lower Limit** | **Upper Limit** |
| A | 96.50% - 100.00% | 965 | 1,000 |
|  A- | 92.50% - 96.49% | 925 | 964 |
|  B+ | 88.50% - 92.49% | 885 | 924 |
| B | 84.50% - 88.49% | 845 | 884 |
|  B- | 80.50% - 84.49% | 805 | 844 |
|  C+ | 76.50% - 80.49% | 765 | 804 |
| C | 72.50% - 76.49% | 725 | 764 |
|  C- | 68.50% - 72.49% | 685 | 724 |
|  D+ | 64.50% - 68.49% | 645 | 684 |
| D | 60.50% - 64.49% | 605 | 644 |
|  D- | 59.50% - 60.49% | 595 | 604 |
| F | 0.00% - 59.49% | 0 | 594 |

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| **Assignments and Assessments** | **Points per Activity**  | **# of Activities** | **Total Points Possible**  |
| Instructor Evaluation | 100 | 1 | 100 |
| Required Meetings & Appointments | 100 | 1 | 100 |
| Project Plan Deliverables | 700 | 1 | 700 |
| Participation | 100 | 1 | 100 |
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| **Total Points:** | 1,000 |
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| Plagiarism / Cheating |
| **ACADEMIC HONESTY** All students must be honest and forthright in their academic studies. To falsify the results of one’s research, to steal the words or ideas of another, to cheat on an assignment, or to allow or assist another to commit these acts corrupts the educational process. Students are expected to do their own work and neither give nor receive unauthorized assistance. Any violation of this standard must be reported to the Judicial Affairs Officer and the Department Dean. The faculty member, in consultation with the Department Dean and the Judicial Affairs Officer, will decide whether the matter should be processed through the Student Conduct System or resolved without a formal hearing. In the latter case, the faculty member must have the agreement of all students directly affected.Cheating will not be tolerated!  A first offense will result in the students being spoken to by their instructor and loss of points for the assignment.  A second offense will result in loss of points for the assignment, and the students being referred to the Academic Review Board where they could face possible expulsion.See BTC’s Student Code of Conduct in the student handbook for more information. Depending on the severity of the violation of the Student Code of Conduct, the result can be anything from a warning to failure of the assignment to being dropped from the course or program or even the college. It is imperative that you cite your resources when using quotes or pieces from all printed and non-printed material.  This is a requirement for all work.  A great source of help for this is the [Son of Citation Machine](http://www.citationmachine.net/apa/cite-a-book).  It is located here.  Please make sure to use the APA format.  Also, talk to your instructor if you have any questions on how this should look within your work. Note:  Cutting and pasting will not be tolerated!  Reciting word for word from a resource will not be acceptable, also.  The idea is that you take in the information and form your own opinion.  If this happens you will lose all points for that assignment. |
| BTC Core Abilities Assessed in This Course |
| The faculty of Blackhawk Technical College has identified seven related topics of soft skills, or “core abilities” that are crucial to success both during school and after graduation. These essential skills are taught across programs and departments so that each Blackhawk Technical College student can expect to work toward improving and applying these critical soft skills and core abilities regardless of their program of choice. Though students can expect to be assessed on all seven core abilities by the end of their programs, a smaller number is assessed in each class.**BTC Core Abilities**1. Communicate Professionally2. Use Appropriate Technology 3. Work Effectively in Teams 4. Demonstrate Professional Work Behavior 5. Show Respect for Diversity 6. Solve Problems Efficiently 7. Lead by Example |
| Technology Assistance |
| Blackhawk Technical College provides an email account for all students. Students are responsible for checking their email accounts regularly. Student email can be accessed at <https://webmail.blackhawk.edu>. Course information from Blackboard and official college updates will be sent to this student email account.For technical assistance logging in to BTC computers/ BTC email/ Blackboard, or Banner please contact the BTC help desk. Help desk technicians provide BTC computer support in person at the Central campus in room 2409 and by phone at (608) 757-7711. For up to date support hours see <http://www.blackhawk.edu/InformationTechnology/HelpDeskSupport.aspx>. For questions about Blackboard functions contact Betsy Rezel, Director of Learning Resources, at erezel@blackhawk.edu or 608-743-4450. For questions about course content, assignments, or requirements contact the course instructor. |
| Tutoring |
| Blackhawk Technical College provides tutoring assistance, at no cost, to students enrolled at the college. Tutoring is available at all BTC Campuses and Centers upon request. Services are provided in cooperation with the college’s academic and student service departments and utilize a variety of methods to achieve student success, including instructor-led, peer, study group, and online tutoring.Academic tutoring in math, science, reading, communication, writing, and study skills is available. For information call Jena Biermann at 608-757-7656 or go to room 2200 at Central Campus, (the Student Success Center). |
| Course Specific Technology Use |
| Use of Blackboard and/or other software: Blackboard will be used.Additional technology requirements: Student tools, USB flash drives, and textbooks are required.Guidelines on use of technology such as cell phones, calculators, tablets, etc. |
| Other Information |
| Other course guidelines:**Mission**: To train students for employment as ***entry-level PC and Network technicians***, and to enhance the skills of those already employed in the field.**Philosophy**: I believe my role as your instructor is to lead and assist you in achieving your career goals by providing you with a path of knowledge and skills, combined with a positive attitude that will lead to habits that will make you successful.**Program Format:** The CST program is a one-year technical diploma program, and the MITS program is a two-year technical diploma program. They both have two short-term certificates that are also achievable.  The format for both programs is modular using Internet, textbook, hands-on lab and assessment, and instructor interaction as the primary learning components.  There is a lot of homework in this program, especially reading.  My suggestion is that you follow the schedule in the syllabi to keep moving forward.  When in class you should be working with your instructor to clarify anything that you need to.  Sometimes you can re-read something ten times and not get it, but ten seconds with your instructor will make it crystal clear.  *Please* do not hesitate to ask for help.Keep in mind that we want you to get used to encountering new, ever-changing material.  *Sometimes you may have to answer a question that is not found in your reading.* What will you do?  Where will you go to find the answer you need?  I like you to encounter these real-world situations where the answer is not always handed to you, where you have to do some sleuthing to get the solution to your problem.  When you leave my classroom, I want you to be ready to work, not afraid of what you're getting yourself into.**Program Outcome:**  The goal of the MITS\CST programs is to make you a successful entry-level PC or network technician.  If you complete the entire program, you should also be able to successfully pass two industry-standard certification exams, the A+ and Network+ exams.  Passing these exams will make you even more employable.  Please remember, though, that these programs are just the first step in an IT career; lifelong learning is crucial to continued success.**Demonstrates Professional Behavior:** Employers expect their employees to demonstrate personal self-control and professional ethical behavior.  Disruption of the learning process by a student demonstrates a lack of self-control and professionalism.  Disruptive behavior (defined by the student handbook and or identified by the instructor) by a student that interrupts the educational process in the classroom\lab, will result in a failing grade and will not be allowed back into the class.  Arriving daily prepared for class develops productive work habits.  Employers expect their employees to have the necessary equipment required to perform their assigned tasks.  Therefore, textbooks and supplies will be **required equipment** needed on a daily basis to perform the assigned tasks and become a productive participant in the program.  Repeatedly failing to attend class daily, without the required supplies and textbooks could result in a failing grade, and the student will not be allowed back into the class.**Dress Code:** It is imperative that an employee dress for the job that they hold.  That is why students will be **required** to wear, at a minimum, blue jeans (but khaki dress pants are preferred) and their program polo and\or jacket.  What will not be accepted are lounge pants, clothes with stains or holes, and any shirts that could be deemed offensive by another student or staff member. * The average cost for two program polo shirts and a program jacket is about $100. This estimate changes based on the sizes of the shirts and jacket.
* The program shirts help to promote professionalism within the program. They also provide a safety and security measure when program students are moving through the areas of other programs while working on their assignments.
* Students who do not participate in the dress code requirement will lose all participation points for each course they are enrolled. Please see your instructor if you need help purchasing shirts.

**Cell Phones:** As part of professional work behaviors in this class there will be no use of social media (such as Facebook), or of personal email, or cell phones in the classroom, lab or clinical site. All cell phones and other such devices will be turned off during class time. Taking calls, texting, or reading messages, or taking photos or recordings is prohibited during the class period. Cell phone or electronic devices are not to be on your person when at a clinical location. Disregard for these guidelines will result in disciplinary action, up to, and including expulsion from the class.**Attendance:** Attendance is a necessary component of becoming a successful, reliable, participating student and employee.  It demonstrates the student's willingness to prioritize and accept responsibility for enrolling in this program.  All students are to treat this course as they would a job.  It is your responsibility to report your absence to your instructor.  You are **REQUIRED** to call, email, or talk to your instructor (prior to a known absence) if you will not be attending class.  Participation is also a requirement of the MITS\CST programs. You cannot participate if you do not attend class. Each student is given one free day per semester.  If you do not call, email, or talk to your instructor about an absence you will be docked five (5) points for each unexcused day from the course you are currently working on.  You will also lose 25 points from the course you are currently working on if you miss 3 days in a row (excused or not).**Instructor Contact Information:** Ed Scoville  escoville1@blackhawk.edu 608-757-7645 (Office & Lab)**Sections:** Class meets Monday through Friday from 7:00 to 12:30. Some classes may end earlier due to the required meeting hours are less than others.**Breaks:** There are two 15 minute breaks per day.  They will be taken at 8:30 and 10:30**Spelling and Grammar:** Usually, a person is often judged by many different characteristics, but unfortunately many times in the technology world technicians are never seen.  Much of the time their communications with customers, co-workers, and administrators are in notes, memos, and emails.  That is why spelling and grammar are an important aspect of the MITS\CST program.  The instructors will grade your work with this thought in mind.  You, the student, will be docked 2.5 points for every five spelling and grammar mistakes that are found.  You will not be penalized more than five (5) points for spelling and grammar mistakes on your Practice Projects and Assessment Tasks, and twenty five (25) points on your Capstone Exams.  Do not count on the spell checker to catch everything.  ***Take your time and proofread everything before you turn it in***.**Website**: Speaking of the website, the MITS\CST program has its own website.  The URL, or address, of this website is [www.MITSnCST.com](http://www.MITSnCST.com). This site is used to house information about our programs, instructor, lab assistants, and students, as well as providing links to other useful websites, program resources and several other functions.  You can access this website from anywhere you have Internet access: MITS\CST classroom, library, and your home PC.   Check out the website and make note of the major sections on the site.**Safety:** This is a common sense thing.  We use sharp objects, electricity, and high-heat components.  As an adult, you should understand the inherent dangers of these items.  We will have a section on technician safety before you complete any hardware work, so most questions should be answered then.  Note that you are not required to wear safety glasses though sometimes you might wish to.  We will show you the fire exits and extinguishers during orientation.**ESD**: ESD stands for "Electro-Static Discharge" and while it is not harmful to you, it can be very harmful to PC equipment.  When static moves from your body to a PC component, that component may fail immediately, next week, or in a few months.  The damage done is not always visible and so some students forget about ESD precautions.  Do not make this mistake!  The MITS\CST instructor tries to be vigilant about ESD protection, so keep your ESD strap on your wrist whenever you have the PC opened up.**Food and Drink**: We do not approve of food in the lab.  Drinks are OK so long as they are in spill-proof containers.  Please do not make the instructor be "the bad guy" for reminding you of this rule.  It may result in a "no drinks in the lab" policy.  **Games, Music and Chats**: Students in IT fields like to multitask--read, play a game, use Internet chat rooms or instant messengers, listen to music.  It is fine to do all of these things in moderation.  However, we have had many students who end up failing classes because they cannot control themselves and end up gaming or chatting the class hours away.  The instructor not your parent, but if they see you are starting to fall behind they will get on your case.  Games other than those installed as part of the Windows OS are not allowed unless you have specific approval from your instructor.  You will get one warning if you are caught; after that, further violations will result in F grades.  In the case of music, you must use headphones.**Downloads**: Some students like to download music and programs to the MITS\CST PCs.  It is your responsibility to make sure you are doing this legally.  BTC and MITS\CST hold no responsibility for any illegal actions you may take.**Required Materials:** Tools, books, and shirts are required, as specified on the [MITS\CST website](http://www.mitsncst.com/resources.html#materials).**Terminology**: The MITS\CST programs are based on a performance-based learning model.  As such, you will know exactly what you must learn, how you will learn it, how you will be tested, and how you will be graded.  There are no secrets or surprise questions (or at least there should not be...).  However, we do use some terminology that can be confusing.  Key terms are: * Learning Plan (LP)
* Practice Project
* Assessment Task (AT)
* Scenario
* Competency
* Criteria
* Learning Activity

    To elaborate, a *Learning Plan* is a section, or module, of a course.     A Learning Plan covers a specific skill, called a *Competency*.  The LP will give you an overview of the section, tell you what the major skill (Competency) is, and tell you what you should do to master the Competency, such as read a book, visit a website, or meet with the instructor; these steps are called *Learning Activities*.   Every Learning Plan will have a Practice Project, which is an assignment that you will complete and turn in for your instructor to grade and provide feedback on.  The purpose of the Practice Project is learning.When you have completed all Learning Activities, then you check the *Criteria*, which tell you exactly what you should know or what skills you should have to achieve the Competency.  The proof that you have achieved the Competency and met the Criteria is shown in the *Assessment Task*, which is a fancy term for a Test.  Quite often the Assessment Task will come in the form of Scenarios, which will involve a question that tries to provide a real world feel. So, in a nutshell, a Learning Plan provides Learning Activities (such as a Practice Project) that help you learn the Criteria, which in total, lead to the achievement of the Competency, which is measured in the Assessment Task (often with Scenarios).**Test-Outs/Advanced Standing**: In examining a course, you may decide that all of the material is a review for you.  Perhaps you have taken a course in a different program or at a different school that covers similar material.  In such a case, you may attempt a Test-Out.  As successful Test-Out gives you Advanced Standing--in other words, you get credit for the course without having to actually take the course (if you have transfer credit, you may not have to re-pay for the class.  If you do not have transfer credit, you must still pay for the credits even if you successfully test-out).  In order to successfully complete a Test-Out, you must receive an A- or better grade on the Capstone Exam for that course.**Change**: To succeed in this program and field, you must accept change as a way of life.  The IT field changes quickly; an institution like BTC changes slowly.  Change is a constant in both arenas.  Embracing change will aid you greatly and will lower your stress level in the classroom and after you graduate.**You Can Succeed:** We have heard every excuse for why someone cannot succeed in this program, and we have seen students overcome obstacles that many would not have thought possible on their way to a successful CST career.  We believe in you and we need you to believe in yourself.  You *can* succeed--believe it. |
| Course Calendar |
| Below is a chronological list by date of assignments, assessments, and other activities required for successful completion of this class:

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| --- | --- | --- | --- |
| Week # | Date | Topic / Competency | Assignments Due, Test, etc. or Important Notes |
| 1 | 8/24/16 | LP: Develop a portfolio using the provided scenario requirements Competencies 1-5 | Students will receive the information to start working on the project during the semester. -Begin working on Project Plan, Invoices and Maps PATs |
| 2 | 10/20/16 | LP: Develop a portfolio using the provided scenario requirements Competencies 1-6 | Project Status Report – Presented by the students to the instructor. Done individually. -Continue working on Project Plan, Invoices and Maps PATs |
| 3 | 12/5/16 – 12/19/16 | LP: Develop a portfolio using the provided scenario requirements Competencies 1-5 | Devoted class time to finalize the projects and presentations to the instructor. -Continue working on Project Plan, Invoices and Maps PATs |
| 4 | 12/19/16 | LP: Develop a portfolio using the provided scenario requirements Competency 6 | Project presentations – Students must present their complete project plan to the instructor and defend their plan and decisions.Due: Project Plan, Invoices and Maps PATs  |

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| Course Competencies |
| 1. Displays effective work habits on an individual project
2. Develop scenario based deliverables
3. Assess equipment needs based on the provided scenario.
4. Estimate project cost based on provided budget.
5. Develop a project plan.
6. Present a project plan to the class.

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***Syllabus changes: As your instructor, I retain the right to make changes based on the timeline of the class, feedback from learners, and/or logistical issues and will inform you as soon as changes are made.***



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