



**COURSE SYLLABUS – GST 299**

**This syllabus is not considered a legal document and is subject to change.**

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**Course Number, Title, CRN, Section: GST-299: Geospatial Science and Technology Internship; CRN 1491; section 101**

**Semester, Year, Day, Time, Location: Fall 2018, M 1:00-1:50, 222**

**Instructor Name: Mrs. Megan Click**

**Office: 221**

**Telephone: 307-710-3405**

**E-mail: clickm@mctc.edu**

**Office Hours: M: 9-10am; 11:30-12:30**

**T: 9am to 12pm**

**W: 9am to 11pm**

**R: 9am to 11am**

**Course Description, Credits, Prerequisite(s):** Places the student in a work situation for a specific period of time for practical work experience prior to seeking permanent employment. Correlates classroom instruction with actual experience.

In this 3-hour internship class, the student works at a job in the Geospatial Science and Technology field. Emphasis is on the application of knowledge gained and skills attained in the classroom to a real-world job experience. The student should be in his/her last semester of coursework. Permission of Chair of Business, Legal, and Applied Science Technology or Dean of Career and Technical Division is required for registration.

**Required Textbook(s):** No textbook

**Required Materials:** 3 ring binder is needed for the Information Technology Portfolio

**Recommended Materials:** n/a

**Account Requirements:** All students must have an MCTC account with user name and password and communicate with their instructors via MCTC e-mail.

All students are required to complete their *Starfish* profile and use *Starfish* to schedule appointments with their advisor(s) and other services. Students can login to *Starfish* from the link in *Blackboard*. Students should check their MCTC email daily for incoming messages and *Starfish* alerts.

All students are required to complete online assignments and assignments posted on *Blackboard*.

**MCTC IT Helpdesk:** Call (304)710-3470 or email [helpdesk@mctc.edu](mailto:helpdesk@mctc.edu)

**24/7 Blackboard Help Desk:** Call 304-293-5192 or email [helpdesk@mail.wvnet.edu](mailto:helpdesk@mail.wvnet.edu)

**Learning Outcomes:** After successfully completing this course, the student should be able to:

- Apply knowledge gained and skills attained in the classroom to a real-world job experience in the Geospatial Science and Technology field.
- Apply critical thinking and problem-solving skills to a Geospatial Science and Technology job.
- Recognize the importance of and the self-satisfaction attained by community service project(s).

**General Education Learning Outcomes:**

Covered (v)	General Education Learning Outcomes	Embedded in the following Course Learning Outcomes
	I. <u>Communication</u> a. The student will compose coherent, unified written documents that demonstrate correct mechanics and style, as well as appropriate documentation of sources. b. The student will communicate verbal and nonverbal messages appropriate to the audience and situation.	
X	II. <u>Critical Thinking</u> The student will use appropriate evidence and sound reasoning to make a judgment.	1-3
X	III. <u>Cultural Intelligence</u> The student will demonstrate an understanding of the complexity of elements important to members of another culture in relation to its history, values, politics, communication styles, economy, or beliefs and practices.	3
	IV. <u>Numerical Literacy</u> The student will apply mathematical reasoning to solve quantitative problems.	

**\*provide the number(s)**

**Assessment of Learning Outcomes:** This class is a CR/NC class. In order to receive credit, **180 total hours** must be completed at job experience. The student must complete **160 hours** in a community service project. Credit is awarded based on successful completion of internship projects determined by on-the-job supervisor and completion of weekly reports. Completion of Geospatial Science and Technology Portfolio is a requirement of this class.

**Evaluation/Grading:** Reports documenting hours worked must be completed and turn in by December 6, 2018. Geospatial Science and Technology Portfolio is due Thursday, November 15, 2018.

**Due Dates:** Noted on syllabus schedule

**Make-up Policy:** Students who are absent in excess of 15% of the total class meetings may be dropped from the class. Some departments/programs may have additional attendance guidelines and related grading policies. The instructor shall detail the specific attendance policy for his/her class. Students are responsible for all missed coursework. It is the student's responsibility to contact the instructor for any absences or missed assignments.

### **Student Conduct Classroom Policy:**

1. **Electronic Devices-** Turn off your cell phone and all electronic devices and put them away before class starts so you can focus on the class discussion and not cause a distraction for others. Do not "text" or use laptops during class.

2. **Respect-** You will be exposed to a variety of viewpoints, values and opinions in college that will differ from your own. All students in this class should feel comfortable expressing their viewpoints and concerns in class. You are an important part of creating an atmosphere that makes this possible. This applies to your instructor(s) also!

3. **Be Honest-** Your instructors and fellow students expect you to choose to act with integrity in all your classes, including this one.

See [http://www.mctc.edu/assets/editor-uploads/2017-18\\_FINAL\\_Mountwest\\_Catalog\\_9\\_13\\_17\\_B.pdf](http://www.mctc.edu/assets/editor-uploads/2017-18_FINAL_Mountwest_Catalog_9_13_17_B.pdf) for Mountwest Community & Technical College's Student Code of Conduct for more clarification

**Students who engage in disruptive behavior and/or violate the instructor's policy for classroom etiquette that disrupts the learning environment may face disciplinary action under the Mountwest CTC Student Code of Conduct. Disciplinary action may include a warning and/or removal from the course and/or program.**

**Faculty Response/Grading Timeframe Expectations:** Student emails and messages (within Blackboard) will be answered in 24-48 hours excluding weekends. Assignments will be graded in 7-10 business days from the date the assignment is due and or received.

### **College Wide Student Attendance Policy:**

To comply with federal financial aid and loan disbursement guidelines the college adopted an Attendance Procedure. This procedure was effective Fall 2013, with revisions Spring 2016/Fall 2016, and has the following key elements:

- **To obtain credit for a course a student must attend at least 85% of the contact hours for a particular course.** However, instructors are given the option of allowing a student to complete the course based on the student's documented circumstances and his or her progress in the course.
- **Students should be advised that absences in excess of 15% of the total class meeting may result in being dropped from the course.** Note: Some departments/programs may have additional attendance guidelines and related grading policies. The instructor shall detail the specific attendance policy for his/her class. Students are responsible for all course work missed.
- **A student in an on-campus course missing a cumulative 15 percent of the class meetings and/or not keeping up with the course assignments as specified in the course syllabus may be withdrawn by the instructor.**
- **Attendance in online courses is defined as active participation and must be regular and substantive. Active participation is defined by the engagement activities available through the Learning Management System (LMS)**

(discussion board assignments, submitting/completing assignments, communicating with instructor about academic subject matter, participating in an interactive tutorial or computer assisted instruction, completion of assessments, etc.). A student in an online course must actively participate in the course by completing the required activities as described in the Instructor's syllabus. Simply logging into an online class is not sufficient, by itself, to demonstrate attendance.

### **Academic Support:**

**The Academic Skills Center in room 103 provides the following resources:**

**The Academic Skills Center (ASC)** is operated by a director and a highly qualified staff of math instructors and peer tutors. In addition to working with teachers, students have access to computers and videos to assist in building academic skills and refreshing existing skills.

**The ASC offers drop-in tutoring and study groups for all math students.**

**ASC 099** is the co-requisite to MAT 100 and MAT 144. Students enrolled in ASC 099 are required to attend tutoring sessions.

Academic Skills Center phone number – (304) 710-3400

**Hours of operation:** Monday – Thursday 8:00 a.m. – 6:30 p.m.

**Peer Tutoring** is a free service available to current students who are interested in receiving one-on-one assistance from a peer who has successfully completed the course. **Study mentoring** is a free service in which faculty provide organization and study skills assistance. To make an appointment with a peer tutor or study mentor, please contact Ms. Wendy Carter at [carter14@mctc.edu](mailto:carter14@mctc.edu) or (304)710-3400 extension 1011 or stop by the Academic Skills Center in Room 103.

Located on the 1<sup>st</sup> floor of the Main Building in **Room 103D**, the **Mountwest Writing Center** offers you a 30-minute, one-on-one tutoring session for any written assignment. Bring a printed draft of your paper and a copy of your professor's assignment sheet, and your Writing Center instructor will guide you in learning how to revise grammar usage, sentence structure, organization, thesis and paragraph development, and much more. Walk-ins are welcome. No appointments are necessary but are accepted. Please contact Mr. Jesse Riggs, coordinator, at [riggsj@mctc.edu](mailto:riggsj@mctc.edu) or (304)710-3437.

**Hours of operation:** Monday – Thursday 9:00 a.m. – 6:30 p.m.

The **Online Writing Center**— If you are currently enrolled in a Mountwest Community & Technical College program, you can access the Mountwest Online Writing Center to submit a digital copy of your draft for evaluation or request a video conference with a Writing Center tutor. Just click the Online Writing Center link in the Student Resources navigation pane on your Blackboard landing page and follow the steps to enroll.

Mountwest Community & Technical College provides access to **Brainfuse**, an online tutoring service that can be accessed through any *Blackboard* course under "Course Tools."

**Procedure for Students with Disabilities:** Mountwest Community & Technical College is committed to equal opportunity in education for all students, including those with physical, learning, and psychological disabilities. It is the responsibility of students with disabilities to contact Jill Goheen at 304-710-3368 or Debbie Spencer at 304-710-3369, in the Office of Student Services, and provide documentation of their disability. Following this, a letter will be sent to each of the student's instructors outlining the academic adjustments and/or auxiliary aids he/she will need to ensure equality in classroom experiences, outside assignments, testing, and grading. The instructor and student will meet to discuss how the adjustments and/or auxiliary aids requested will be provided. For more information, please contact Mountwest Community & Technical College Office of Student Services, phone 304-710-3141.

Please contact: Jill Goheen, [kellyj@mctc.edu](mailto:kellyj@mctc.edu), 304 710-3368, Student Services Room 101 J or Debbie Spencer, [spencerd@mctc.edu](mailto:spencerd@mctc.edu), 304 710-3369, Student Services Room 101 M

**Additional Policies Affecting Students:**

- See Mountwest Catalog at <http://www.mctc.edu/>
- Academic Honesty – refer to the Mountwest Catalog
- Disabled Student Services – Contact the Office of Student Services
- Financial Aid Information — [ofa@mctc.edu](mailto:ofa@mctc.edu) (Check MyMCTC for status)
- Student Information at myMCTC (for which you are responsible as a student) <http://www.mctc.edu>
- Inclement Weather Procedures — <http://www.mctc.edu/safety/weather-related-closings/>

**Academic Calendar: The link is**

[http://www.mctc.edu/assets/editor-uploads/2018\\_Fall\\_Academic\\_Calendar.pdf](http://www.mctc.edu/assets/editor-uploads/2018_Fall_Academic_Calendar.pdf)

**Important Dates on the Academic Calendar:**

August 20, Monday – First Day of Class

**August 27, Monday – Attendance Reporting due by 3pm**

September 3, Monday – **Labor Day Holiday**, College Closed

September 20, Thursday – Last Day to Drop or do a Faculty Withdrawal for 1<sup>st</sup> 8 weeks course.

October 11, Thursday – Midterm, 1<sup>st</sup> eight weeks ends and applications for Dec. graduation due.

October 15, Monday – 2<sup>nd</sup> eight weeks courses begin and midterm grades are due by 5pm.

October 25, Thursday – Last Day to Drop or do a Faculty Withdrawal for 16-week individual course.

November 22, **Thanksgiving Holiday**, College Closed.

November 29, Thursday, Last day to completely withdraw from fall term, and last day of regular classes.

December 3, Monday thru December 6, Thursday, Final Exam Days.

**Final Exam Schedule:** The link is <http://www.mctc.edu/student-services/registrar/exam-schedule/>

## Fall 2018 EXAM SCHEDULE

<http://www.mctc.edu/student-services/registrar/exam-schedule/>

<b>EXAM HOUR</b>	<b>MONDAY December 3</b>	<b>TUESDAY December 4</b>	<b>WEDNESDAY December 5</b>	<b>THURSDAY December 6</b>
<b>9:00 A.M. TILL 11:00 A.M.</b>	<b>CLASSES MEETING AT 8:00 or 8:30 MW</b>	<b>CLASSES MEETING AT 9:00 or 9:30 TR</b>	<b>CLASSES MEETING AT 9:00, 9:30 MW</b>	<b>CLASSES MEETING AT 8:00 or 8:30 TR</b>
<b>11:30 A.M. TILL 1:30 P.M.</b>	<b>CLASSES MEETING AT 11:00, 11:30 or 12:00 MW</b>	<b>CLASSES MEETING AT 12:30 or 1:00 TR</b>	<b>CLASSES MEETING AT 12:30 or 1:00 MW</b>	<b>CLASSES MEETING AT 11:00, 11:30 or 12:00 TR</b>
<b>2:00 P.M. TILL 4:00 P.M.</b>	<b>CLASSES MEETING AT 2:00 or 2:30 MW</b>	<b>CLASSES MEETING AT 10:00 or 10:30 TR</b>	<b>CLASSES MEETING AT 10:00 or 10:30 MW</b>	<b>CLASSES MEETING AT 2:00 or 2:30 TR</b>

**NOTE:** All classes meeting at 3:00 p.m. and after that are not listed above will be examined in two-hour time blocks at the first regularly scheduled class meeting during the above examination period. If the two-hour time allowance results in a conflict in exam times, it is the student's responsibility to notify the professor of the later course and to reschedule the later exam. Rescheduled exams must be concluded by Thursday, December 6, at 6:00 p.m.

DEADLINE FOR ONLINE SUBMISSION OF GRADES IS MONDAY, December 10, 12:00 NOON.

### **COURSE SCHEDULE**

**Week 1: Sept. 6, 2018: Portfolio Meeting**

**Week 2: Sept. 27, 2018: Portfolio Meeting**

**Week 3: October 17, 2018: Portfolio Meeting**

**Week 4: November 15, 2018: Portfolio Due**

**Week 5: December 6, 2018: Internship work must be complete**

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