S Y L L A B U S

**Course: ITE 131: Survey of Internet Services**

**Semester:** Fall 2021 **Phone:** 276-523-9058

**Instructor:** Terri Lane **Section:**  WA1

**E-mail:** tlane@mecc.edu

**Office:** PT235

**Office Hours:**   Wednesday: 8:15 am - 10:55 am, 2:15 - 3:30 pm
 Tuesday and Thursday:  9:40 am - 10:55 am and 2:15 pm - 3:30 pm

**Virtual (Zoom) Office Hours:** Available upon request.

**Course Description:** Introduces students to basic Internet terminology and services including e-mail, WWW browsing, search engines, FTP, security and other services.

**This course satisfies the following general education competencies:**

Civic Engagement

Critical Thinking

Professional Readiness

Written Communication

**Course Objectives:**

* Identify the major services of the Internet recognizing the ethical and legal issues and responsibilities attached to these services
* Identify local and global information technology trends
* Demonstrate the ability to complete basic Internet Services etc. creating a video to explain a topic, browser searches using Boolean operators, and correctly composing an email
* Upload and Download files using global clients to Webhosting sites
* Organize and Interpret data hosted locally and globally
* Introduction to Cybersecurity and Cloud Computing

**Text:** No textbook is required.

**Grading System:** There will be a quiz grade, a discussion board grade, a terminology grade, a journal grade and a lab grade. Each of these will contribute points to your final grade.

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### *The final grade will be assigned as follows: Points assigned as follows:*

### 90 – 100% = A Assignments 60%

**80 – 89% = B Quizzes 20%**

### 70 – 79% = C Discussion Board

### 60 – 69% = D /Participation 20%

 **Below 60% = F**

**Quizzes:** Quizzes will need to be completed for each Learning Unit. These quizzes can be found at the learning unit’s button unit.

**Assignments:** Hand-on activities to reinforce the information or concept you have learned. Labs will be assigned approximately every week and are designed to reinforce your reading. Remember that you can't learn to use the computer without physically using it. Labs should be submitted as scheduled. When answering please use complete sentences and correct grammar. **Five points** **will be deducted for every day an assignment is late**. **Two points will be deducted for assignments that are not submitted to the correct link.**

**Discussion Board:** Since ITE 131 is a web course, discussion board posts are required. Once a course goes online communication between the instructor and students, student and student and the student and instructor is lost. In an attempt to keep communication flowing and to create a virtual community you will be required to post to the discussion board. Points will be calculated as stated in the following rubric depending on the type of discussion question. Each post will be worth up to 10 points

Discussion Board Rubric (borrowed from ***math****doctor1999.com)*

|  |  |  |
| --- | --- | --- |
| **Points**  | **Interpretation**  | **Grading Criteria**  |
| 8-10  |  Excellent  | * The comment is accurate
* Relevant
* Teaches us something new or stimulates a new way of thinking about the question being considered in other students.
 |
|  |  | * Eight to ten point comments add substantial teaching presence to the course, and stimulate additional thought about the issue under discussion.
 |
|  |  |  |
|  |  |  |
| 6-7 | Above Average  | * The comment lacks at least one of the above qualities, but is above average in quality.
 |
|  |  | * A six to seven point comment makes a significant contribution to our understanding of the issue being discussed.
 |
|  |  |  |
| 4-5  |  Average  | * The comment lacks two or three of the required qualities.
* Comments which are based upon personal opinion or personal experience often fall within this category. (Except for when asked for, like discussion board for introduction to class, etc.)
 |
| 1-3  |  Minimal  | * The comment presents little or no new information.
* However, one to three point comments may provide important social presence and contribute to a collegial atmosphere.
 |
| 0  | Unacceptable  | * The comment adds no value to the discussion.
 |

**Secondary Storage:** Secondary storage will be required for this course. The most popular device today is the jump drive, or external hard drive. These can be purchased at most retail stores. 1 GB of storage is all that you will need but you can purchase a larger device if you would prefer.

**E-Mail:** I will email everyone in the course using MECC’s e-mail client, if I need to get in touch with you. Thus, please check your e-mail frequently and make sure you run a virus scan on files that you open. If you don’t have a virus check program and don’t know who the attachment (file) is from DO NOT OPEN THE attachment (file). There is plenty of shareware (free) out on the Internet at [Tucows.com](http://www.tucows.com) so I would suggest you download, install and use virus protection software. The VCCS also provides FREE Symantec Antivirus Products for Students, Faculty, and Staff so you can download and install this software from Canvas > Help > VCCS Resources.

**Electronic Copy:** Please keep an original of your work and a backup copy of your work.

**Incomplete Grades:** I – Incomplete, No Grade Point Credit The “I” grade is to be used only for verifiable unavoidable reasons that a student is unable to complete a course within the normal course time. To be eligible to receive an “I” grade, the student must (1) have satisfactorily completed more than 60% of the course requirements and (2) must request that faculty member to assign the “I” grade and indicate why it is warranted. The faculty member has the discretion to decide whether the “I” grade will be awarded. Since the “incomplete” extends enrollment in the course, requirements for satisfactory completion shall be established through consultation between the faculty member and the student. In assigning the “I” grade, the faculty member must complete documentation that (1) states the reason for assigning the grade; (2) specifies the work to be completed and indicates its percentage in relation to the total work of the course; (3) specifies the date by which the work must be completed; and (4) identifies the default (B, C, D, F, P, R, or U) based upon course work already completed. Completion dates may not be set beyond the subsequent semester (to include summer term) without written approval of the chief academic officer of the campus. The student will be provided a copy of the documentation. The College will establish procedures to ensure that all “I” grades that have not been changed by the faculty member through the normal grade change processes are subsequently changed to the default grade assigned by the faculty member. An “I” grade will be changed to a “W” only under documented mitigating circumstances which must be approved by the Vice President of Academic and Student Services. For more information on grading, please see the MECC Academic Catalog.

**Withdrawal:** Last day to withdraw without grade penalty, November 1, 2001. For more information regarding dates you can access [MECC’s academic calendar from the MECC’s home page](http://www.mecc.edu/).

**Academic Integrity:** Please no cheating!! If it is someone else’s work do not use it as your own. Refer to MECCs student handbook under conduct, computing and telecommunication guidelines, Internet code of ethics, Internet access policy and the VCCS computer ethics guideline sections if you have questions on academic integrity and use of campus computers.

**Instructions for individuals with disabilities:** Students may request academic accommodations or disabilities through the Office of Student Services. That office will evaluate the request and make recommendations for appropriate and reasonable accommodations, which the student will provide to the Instructor. Individuals requiring temporary handicapped parking accommodations due to short-term illness should also contact Student Services.

**Report Threats of Violence, Crimes, and Other Concerns:** Anyone who has knowledge of a threat of violence, a crime, or any other safety concern, should fill out and submit an MECC Incident Report Form. You may also report concerns by calling the Police Department at 276.523.7473 or in person to the Officer on duty in Godwin Hall room 153. Telephones for reporting emergencies are available in every classroom, hallway, and the main entrance to each building. Dial 473 on campus.

**Tutoring:** Free tutoring is available to all students through Student Support Services located in The Learning Center, Godwin Hall, room 216 (across from the vending machines).  Students will need to complete a brief application to be scheduled with a tutor.  Other services include:  Supplemental Instruction (SI) for BIO 101/102, and BIO 141/142 or 231/232, Transfer Counseling and Planning, Career Counseling and Planning, Financial Literacy, Informative Seminars and Workshops, Academic Advisement and Course Selection, Academic Success Assistance, Accommodations for Students with Disabilities, and Financial Aid Assistance.  For more information, contact Jessica Ketron, Counselor, (276) 523-9111 or jketron@mecc.edu.

**Civil Rights and Non-Discrimination Statement:** Mountain Empire Community College is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. Accordingly, this Policy prohibits sex discrimination, which includes sexual harassment, sexual assault, sexual exploitation, domestic violence, and stalking.  This Policy also prohibits retaliation.  This policy supplements the following general policy statement set forth by the Virginia Community College System: This College promotes and maintains educational opportunities without regard to race, color, national origin, religion, disability, sex, sexual orientation, gender identity, ethnicity, marital status, pregnancy, childbirth or related medical conditions including lactation, age (except when age is a bona fide occupational qualification), veteran status, or other non‐merit factors. This policy also addresses the requirements under the Violence Against Women Reauthorization Act of 2013, (also known as the Campus SaVE Act), and Virginia law.

The following person has been designated to handle inquiries regarding non-discrimination policies: Ron Vicars, Vice President of Financial and Administrative Services. The following person has been designated to handle inquiries regarding student misconduct or equity issues based on gender: Lelia Bradshaw, Dean of Student Services. The following person has been designated to handle inquiries regarding employee misconduct or equity issues: Valerie Lee, Human Resource Manager. For more information, contact 276.523.2400, 3441 Mountain Empire Rd., Big Stone Gap, VA, 24219. Virginia relay users dial 711.

**What is "QEP"?**

QEP stands for "Quality Enhancement Plan." In short, a QEP is a plan to implement and assess a focused set of initiatives designed to improve student learning and/or student success across the College community.

**Get AMPED!**

MECC's Quality Enhancement Plan is "Get AMPED"--is a multi-year project to improve students’ problem solving skills through quantitative literacy. Get AMPED is an acronym for Applying Mathematical Principles to Everyday Decisions

**COVID-19 Health and Safety Requirements**

It is critical that all students consistently adhere to MECC’s COVID-19 On-Campus Student Guidelines for the safety of not only themselves, but their classmates, instructors and others while on campus.

Students attending any in-person sessions for this class or other class are required to:

* properly wear a face covering and/or face shield, covering the nose and mouth, while in classrooms, laboratories, offices, clinical setting, and other learning spaces. It is important to remember that a face covering and/or face shield is required to be worn whenever students are on campus, in the presence of others, and unable to maintain physical distance;
* properly wear any other Personal Protective Equipment required by the College or by the instructor;
* wash their hands often and use hand sanitizer;
* properly clean spaces that they utilize and assist in maintaining a clean and sanitary environment as instructed;
* practice physical distancing to the extent possible;
* be prepared to attend this class online or in an alternate format in the event of a new outbreak or change in state guidelines;
* not attend class if they are sick or experiencing symptoms of COVID-19;
* not attend class if they have been told to self-isolate or quarantine by a health official.

Failure to comply constitutes disruptive classroom conduct. Faculty have the authority to deny a non-compliant student entry into a classroom, laboratory, conference room, office, clinical setting, or other learning space. These requirements extend outside of scheduled class time, including coursework in laboratories and other learning spaces, and to field trips. These requirements may be revised by MECC at any time during the semester.

Additional information can be found at <https://www.mecc.edu/coronavirus/>.

**Emergency Statement:** In the event of a College-wide emergency, course requirements, classes, deadlines, and grading schemes are subject to changes that may include alternative delivery methods; alternative methods of interaction with the instructor, class materials, and/or classmates; a revised attendance policy; and a revised semester calendar and/or grading scheme.

For more general information about a College-wide emergency situation, please refer to:

- College Website

- Emergency Text Messaging or Phone System (276-523-7495).

In the event of a college-declared emergency, the instructor of this class will post an announcement on Canvas and e-mail all students.

**Note:** No work will be accepted after December 10, 2021.

**Course syllabus subject to change at the discretion of the instructor.**