

NET 4760/4790
Network Management Internship & Senior Project
Weber State Summer 2021

Instructor: Joe Limas

Classroom: Online

Contact Info: joselimas@weber.edu phone # 801-395-3395, D4 154 (email works best to reach me)

Office Hours: By appointment Tuesdays and Thursdays from 9 AM-Noon (online via Zoom or over the phone)

Preferred Method of Contact: My preferred method of contact is email. I respond to my joselimas@weber.edu email address the fastest, but please give me 24-48 hours to reply to your message. I do not check email on weekends or holidays, so plan accordingly. Please include your name, W#, and a brief explanation of how I might be able to help you

Course Description: NET 4760 must be completed during the junior or senior year in a network/telecommunications environment with company placement and learning outcomes approved by the department. Simultaneous enrollment in NET 4790 is required.

Required Text: There is no textbook required for this course

Prerequisites: NET 4700. NET 4790 is a capstone project applying the principles of network/telecommunications to the development of a network/telecommunications system within a company. Simultaneous enrollment in NET 4760 is required. Prerequisites: NET 4700.

NET 4760/4790 LEARNING OUTCOMES: Learning outcomes are determined by the student, student's supervisor, and department faculty advisor to meet the specific needs of the student and the company in an internship setting. At the completion of this course, the student will be able to do the following:

1. Prepare a resume.
2. Meet with the company supervisor and faculty advisor to discuss and plan five (5) work-related learning outcomes and complete an Internship Approval Form.
3. Develop a senior project plan for fulfilling a company need.
4. Meet with the company supervisor and faculty advisor to discuss and plan four (4) work-related learning outcomes and complete a Senior Project Approval Form.
5. Send in biweekly progress reports during the semester.
6. Plan, organize, prepare, and write a formal report.
7. Lead on-site visit with the faculty advisor and company supervisor.
8. Have a job supervisor complete an Employee Evaluation at the end of the network management technology work experience.
9. Complete a Student Evaluation Form at the end of the network management technology work experience.
10. Meet with the faculty advisor throughout the semester to discuss the progress of the work learning outcomes.
11. Meet with the faculty advisor for final evaluation to determine whether or not the student has successfully completed work learning outcomes.
12. Keep a calendar of hours worked each day on each learning outcome.

Grade Scale: Standard grading will apply:

A 100-95	B 85-83	C 75-73	D 65-63
A- 94-90	B- 82-80	C- 72-70	D- 62-60
B+ 89-86	C+ 79-76	D+ 69-66	E below 59

Assignments 1 Forms, Etc.	10%
Weekly Discussion Post	20 %
Assignments 2 Progress Reports	20%
Assignments 3 Final Written Report	20%
Completed On-the-job Learning Outcomes	30%
Total	100%

GUIDELINES:

For completion of the NET 4760 Internship and Senior Project, credit is given for working in the area of network management technology. The total minimum number of hours for the internship and senior project together is 300. A minimum of **220** clock hours is required for the completion of the internship.

Five (5) learning outcomes are to be set with your supervisor and then approved by your instructor. Some possible learning outcomes that could be completed include the following: (1) Create network diagrams/schematics using Visio, (2) Program switches and routers, (3) Reimage Building 3 computers in Labs Room 313, 318, 322, (4) Troubleshoot software, (5) Learn network management and network operating systems, and (6) Implement VOIP system.

For the NET 4790 Senior Project, you need to be given total or partial responsibility for the senior project depending on the magnitude of the project. This is to be a major project. A minimum of **80** clock hours is required for the completion of the Senior Project. The following is an example of the project and learning outcomes. Project: Move the telecommunications closet equipment to another location. Learning outcomes: (1) Set up equipment rack in new network management technology closet, (2) Install and configure a new switch, (3) install and configure Cisco routers, (4) Install fiber lines into business, (5) Install and configure wireless access points in the company, and (6) Connect lines to routers. You will need to complete four (4) learning outcomes.

TIME SCHEDULE

Please copy the Excel file that will be used for your calendar. Send me a copy of your calendar with each of your progress reports. The Excel file can be found on the assignments page for this course.

NOTES

- All assignments are to be keyboarded in a professional manner and will be graded on content, organization, completeness, grammar, punctuation, and spelling.
- Late assignments will receive a 10% deduction for each day late up to a week. After one week, no assignments will be accepted.
- Any student requiring accommodations or services due to a disability must contact Services for Students with Disabilities (SSD) in room 181 of the Student Service Center. SSD can also arrange to provide course materials (including this syllabus) in alternative formats if necessary.
- NMT policy dictates that any verifiable evidence of student academic cheating, as defined and determined by the instructor, will result in (1) an automatic failing grade for the class and (2) a report to the Dean of Students that will include the student's name and a description of the student's dishonest conduct. You will be subject to academic discipline, including the imposition of University sanctions. A description of cheating and possible sanctions is found in the WSU Student Code available on the WSU homepage, at the office of the Vice President for Student Services, and at the WSUSA Office.
- Course fees in NET 4760, Network/Telecommunications Internship, are used to cover the cost of visiting the internship employer and student.
- Read the Guidance for Practical Experience and complete the WSU Practical Experience Attestation provided to you by the instructor.
- This syllabus is subject to change. I will notify the class regarding all changes. In the event of any discrepancy between this syllabus and content found in Canvas, the information in CANVAS WILL TAKE PRECEDENCE.

COVID SPRING 2021 Addendum

Student Expectations for Courses

As a student, we know you are committed to your education. Part of that commitment this year will include you doing your part to keep campus safe and open. Below is information that we hope you will find helpful in doing so.

Planning Your Visit to Campus

As you begin to establish your spring semester routine, there are some things you need to remember when visiting our campuses and centers:

- Following the Utah Department of Health and Utah System of Higher Education's intensive testing plan, WSU students living or working on campus and those attending classes in person are expected to be tested for COVID-19 within the first

10 days of the spring semester. After Jan. 22, students will be subject to random surveillance testing.

- COVID-19 tests are available free of charge for all students (see <https://www.weber.edu/coronavirus/students.html>)
- All individuals coming to campus must comply with on-campus mitigation strategies.
- Please do NOT visit campus if you are sick, and every effort should be made to avoid close contact with people you know are sick.
- If you are worried about whether you may have COVID-19, please call the Utah Coronavirus Information Line at 1-800-456-7707 or follow the WSU COVID-19 Testing Protocol below.
 - If you are sick and miss class, it is your responsibility to reach out and work with your faculty to make arrangements.
 - Remember, **face coverings** are [required](#) when in any campus building, and outside where 6 feet of social distancing is difficult to maintain. You must [properly wear](#) your face covering when in buildings and classrooms, even where 6 feet of social distancing exists.
 - Anyone not wearing a face-covering consistent with the requirement may be asked to leave the WSU facility immediately; will be subject to corrective action or disciplinary process as appropriate for failure to comply; and/or may lose any privileges or ability to access WSU facilities.
 - If you believe you should be exempt from this policy, you need to contact [Disability Services](#) to schedule a virtual meeting to discuss your specific situation.
 - Social distancing is to be used when on campus. For on-campus courses, please be sure to sit in your designated seat each class period. If you remain on campus between classes, please note where you are spending your time.
- In the event that you, or someone else on campus, tests positive for COVID-19, it will be important to know where you have visited for contact tracing purposes.
 - Before coming to campus to use services or to visit faculty, be sure to check to make sure the office you are visiting is open. Some buildings and spaces in those buildings require an [appointment](#) to enter. For the latest information about what is open on campus, please visit the [Keeping Connected](#) website.

WSU COVID-19 Testing Protocols

- IF YOU ARE EXPERIENCING COVID-19 SYMPTOMS:
 - Fill out the [self-reporting form](#). The university will continue to operate its COVID-19 testing resource for symptomatic individuals, Tuesdays from 12–2 p.m. in the Marriott Allied Health building. Beginning Jan. 4, this testing will be available 12–2 p.m. every day.
- IF YOU ARE NOT EXPERIENCING COVID-19 SYMPTOMS:
 - Fill out the [COVID test request form](#) and select the day you will be tested. **This form must be completed the day before getting tested.** We will not be accepting walk-up appointments. Testing times are on the [testing and safety page](#), along with other testing information.

Safety Policies

As you come back to campus for class and to use services, please remember:

- Do not come to campus if you are feeling sick. If you are sick and miss class, it is your responsibility to reach out and work with your instructor to make arrangements.
- If you are experiencing symptoms, have been in close contact with someone who tested positive, or have been tested for COVID-19, you should complete the [self-report form](#) immediately. The university maintains the confidentiality of health information and only shares information with those who need the information to take the necessary and appropriate actions.
- Social distancing will be used inside and outside of buildings while on campus.
- [Face coverings](#) are required on campus.
- Ensure you are following proper handwashing [guidance](#).
- When entering a classroom for instruction, you will need to clean your workspace with the supplies available in the classroom.

Virus Mitigation Protocols

- Properly wear face coverings on campus in all indoor spaces and some outdoor spaces.
- If you test positive for the coronavirus:
 - Immediately complete the [self-report form](#). Public Safety (or email covid19@weber.edu) will provide additional guidance.
 - Notify your professor about the situation.
- If you suspect you have contracted COVID-19 by having [symptoms](#):
 - Immediately go home (unless you are already at home) and self-isolate.
 - Contact your primary care doctor, the Utah COVID hotline at 800.456.7707, and/or complete a screening assessment at testutah.com.
 - Complete the [self-report form](#) and follow the COVID-19 Testing Protocol described above.
 - If not recommended to be tested or if your test is negative, you should follow the guidance provided by your healthcare provider before returning to campus.
- Stay home when you are sick until:
 - IF POSITIVE WITH SYMPTOMS:
 - Individuals can return to campus after receiving two consecutive negative COVID tests (taken at least 24 hours apart), and they no longer have symptoms OR
 - if an individual cannot be retested, they can return to campus after completing a pre-screening assessment and have no symptoms for 24 hours AND at least 10 days have passed since initial symptoms first appeared unless otherwise advised by their healthcare provider.
 - IF POSITIVE WITH NO SYMPTOMS:
 - Individuals can return to campus 10 days after their positive test as long as no symptoms have appeared and after completing a pre-

- screening assessment unless otherwise advised by their healthcare provider.
- If symptoms appear, follow the guidance in the previous bullet point.
- Engage in good general hygiene practices:
 - Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Avoid close contact with people who are sick.
 - Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If a tissue is unavailable, use the inside of your elbow, never your hand.
 - Clean and disinfect frequently touched objects and surfaces.

Technology Requirements

Many class formats will have digital elements (e.g., required online videos, discussion boards, etc.). The technology requirements (computer, software, headphones) for you to fully engage in the class's digital elements will be outlined in the syllabus. **Please make sure you have all the technology requirements for this course.** If you login to a live or recorded lecture in a public space, we recommend using headphones with a built-in microphone. This protects the class content and the privacy of other students in the class. **Weber State can offer some assistance to students who need to secure technology for courses, including [laptop and hotspot checkouts](#).**

Class Recordings

A variety of methods for instruction will be utilized in classes this semester. Any lectures recorded and posted on Canvas or shared to your Weber State University student email are for the exclusive use of students enrolled in the class and may not be shared without previous authorization. Violations will be referred to the Dean of Students for adjudication under [PPM 6- 22, Student Code](#).