**Course Syllabus**
ISM 6946 Practicum in Info Sys - 3 Credits
Spring 2016
Rev. 1-02-2016

<table>
<thead>
<tr>
<th>General Information</th>
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<tr>
<td>Course Number/CRN</td>
<td>CRN 12192</td>
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<tr>
<td>Course Title</td>
<td>Practicum in Info Systems Internship</td>
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<tr>
<td>Semester/Year</td>
<td>Spring 2016</td>
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<tr>
<td>Offering College/Department</td>
<td>Lutgert College of Business (LCOB)/Information Systems and Operations Management (ISOM)</td>
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<tr>
<td>Credit Hours</td>
<td>3</td>
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<tr>
<td>Meeting Times/Location</td>
<td>Class begins January 6th.</td>
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<tr>
<td>Method of Delivery</td>
<td>● Online through Canvas</td>
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| Course URL | http://canvas.fgcu.edu (select the “ISM 6946” course) |
| Prerequisites | None |

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<tr>
<th>Instructor Information</th>
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<tbody>
<tr>
<td>Instructor</td>
<td>Eugene Hoyt</td>
</tr>
<tr>
<td>Office Location</td>
<td>Lutgert Hall 3364</td>
</tr>
<tr>
<td>Phone Number</td>
<td>Please email me through Canvas or FGCU email.</td>
</tr>
<tr>
<td>E-Mail Address</td>
<td><a href="mailto:ehoyt@fgcu.edu">ehoyt@fgcu.edu</a></td>
</tr>
<tr>
<td>Office Hours for CGS 1100</td>
<td>Monday – Wednesday – Friday 12 PM – 2 PM. Please email me if other times are needed and I will do my best to assist.</td>
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<th>Course Information</th>
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<td>The objective of an internship is to provide Florida Gulf Coast University (FGCU) students with an opportunity to enhance their academic preparation through practical, hands-on experience. An internship seeks to offer students the opportunity for professional growth within an organization through the completion of challenging and meaningful work. Students gain valuable experience that translates to high marketability upon graduation. Employers gain a valuable opportunity to review intern credentials for organizational “fit”.</td>
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<tr>
<th>Catalog Description</th>
<th>ISM 6946 Practicum in Info Systems</th>
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| Required Materials | This position will prepare the SAP ERP system and activate the SAP EHS Management extension. This includes adapting business processes to Industry best practices, minimizing customizations, and developing interfaces. This will be a position inside the environmental, health and safety SAP (EHS&M) Program. |

Utilizing SAP (for EHS&M) will extend the business value of the SAP investment to areas such as safety and stewardship, training and quality, worker and process safety, and environmental and energy management. SAP EHSM will provide:

- process excellence supported by data, improvement programs & organization
- smoother, lower risk operations and lower costs
- compliance with a host of environmental and safety regulations
- meeting strategic objectives including having the highest standards for worker safety, food quality and environmental protection

This position will manage the project, which will ensure process excellence including having the highest standards for worker safety, food quality and environmental protection.

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<th>Responsibilities and Learning Outcomes</th>
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<tr>
<td>Develop project plan and manage project to time and budget</td>
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<tr>
<td>Ensure US Sugar Standards, Methods, Tools, Governance process and Risk Management are embedded in the EHSM Implementation Project</td>
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<tr>
<td>Provide documentation of business processes</td>
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- Conduct gap analysis to analyze current and future business processes
- Provide guidance in creating process alignment
- Confirm technical feasibility of solution
- Ensure tight integration into other modules (Plant Maintenance, Human Resources)
- Developing interfaces where required to meet project requirements including to regulatory agencies
- Detail out customization requirements/configuration changes required
- Obtain approval and validation on solution developed

**Required Skills**
- Ability to manage project resources
- Coordinate resources including SME's, business users, and analysts across multiple companies and business areas
- Develop technical specifications from which applications will be written based on business requirements
- Ability to work with business users in a support role to define problems and understand root cause of system issues

**Preferred Knowledge, Skills, and Abilities**
- Strong analytical and problem solving techniques
- Act as a technical resource for configuration and system setup
- ABAP programming language experience
- Experience in the roll out of a Global SAP solutions
- Experience of working with leading IT Partners
- Understanding and experienced in the use of SAP applications
- Familiarity with use of structured delivery methods

**Grading Policy:**

1. **Online Canvas weekly internship updates.**
2. **Internship completion**

**COURSE EVALUATION**

**Attendance-Participation**

- A mandatory confirmation of attendance assignment will need to be completed within the first week of classes on Canvas. This assignment will be required for all students, not only those receiving financial aid.
- Weekly internship updates
- Completion of internship

**Policy regarding missed tests or assignments**

- Please see the university catalog for information.
- To be excused for deaths in the family, you must provide information pertaining to your travel to and from campus.
- Please be aware that being "dropped by the University for not paying the full tuition" is NOT a reason for an authorized and excused absence specified in the university catalog.
- An emergency situation such as unavailability of CANVAS (due to network problems) will be considered by the instructor on a case by case basis.

**Statement on e-mail usage in Eagle mail and/or CANVAS email**

To assure that your e-mails are delivered, you must use either Eagle e-mail or Canvas messaging to communicate with the instructor and other students.
Last day to drop/withdraw without academic penalty

Please find the information at [http://www.fgcu.edu/Registrar/academiccalendar.asp](http://www.fgcu.edu/Registrar/academiccalendar.asp)

University Statements

**Academic Behavior Standards and Academic Dishonesty**

All students are expected to demonstrate honesty in their academic pursuits. The university policies regarding issues of honesty can be found in the FGCU Student Guidebook under the **Student Code of Conduct and Policies and Procedures** sections. All students are expected to study this document which outlines their responsibilities and consequences for violations of the policy. The FGCU Student Guidebook is available online at [http://studentservices.fgcu.edu/judicialaffairs/new.html](http://studentservices.fgcu.edu/judicialaffairs/new.html).

Sanctions for academic dishonesty may include receiving an “F” in this course – FGCU may impose additional penalties. Any incidents of academic dishonesty may be referred to the FGCU Office of Judicial Affairs. Please look up the definition of plagiarism – it includes copying something off the Internet & submitting it as your own work.

Some examples of what is NOT acceptable:

- Working with another student & turning in the same work (e.g. tests, papers, spreadsheet, database, etc).
- Emailing or posting your work to let someone else “just see how you did it”.
- Copying someone’s assignment or copying something from a book or the Internet.
- Giving or receiving help from someone (in person, on line or on the phone) during an online test.
- Telling someone else what is on a test.
- Collaborating on the final exam

Examples of what is acceptable:

- Discussing how to approach an assignment with another student.
- Showing someone where they might have made a mistake on an assignment.
- Asking the professor for assistance.

**Disability Accommodations Services**

Florida Gulf Coast University, in accordance with the Americans with Disabilities Act and the university’s guiding principles, will provide classroom and academic accommodations to students with documented disabilities. If you need to request an accommodation in this class due to a disability, or you suspect that your academic performance is affected by a disability, please see me or contact the Office of Adaptive Services. The Office of Adaptive Services is located in the Wellness Building 130. For more information, contact us at 239-590-7956 (voice), 239-7975 (fax), 239-243-9453 (video phone) or by email at [adaptive@fgcu.edu](mailto:adaptive@fgcu.edu) In addition to classroom and campus accommodations, individuals with disabilities are encouraged to create their personal emergency evacuation plan and FGCU is committed to providing information on emergency notification procedures. You can find information on the emergency exits and Areas of Rescue Assistance for each building, as well as other emergency preparedness materials on the Environmental Health and Safety and University Police Department websites. If you will need assistance in the event of an emergency due to a disability, please contact Adaptive Services for available services and information.

**Student Observance of Religious Holidays**

All students at Florida Gulf Coast University have a right to expect that the University will reasonably accommodate their religious observances, practices, and beliefs. Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances. Where practicable, major examinations, major assignments, and University ceremonies will not be scheduled on a major religious holy day. A student who is to be excused from class for a religious observance is not required to provide a second party certification of the reason for the absence.

**Library Information**

Online research guides:
- Company and Industry Research [http://fgcu.libguides.com/company_information](http://fgcu.libguides.com/company_information)

Contact for Librarian

Regina Beard (rmbeard@fgcu.edu), Business Librarian is available by appointment for assistance with business research questions.

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**How To Log Into the Course in CANVAS**
Activate your FGCU EagleMail Account (if you have not done this yet). Your FGCU EagleMail account MUST be activated to log in to Canvas. If you are a first time student, you will need your PIN and Eagle ID, both of which are assigned at registration.
- If you don’t know your PIN, you will need to go to the Registrar’s office to retrieve it.
- To activate your account, visit http://admin.fgcu.edu/IS/applications/studentaccts/activate.asp.
- Log in to Canvas at http://canvas.fgcu.edu/. You need to use FGCU EagleMail account and password to log in; expand, if not displayed:

"History has demonstrated that the most notable winners usually encountered heartbreaking obstacles before they triumphed. They won because they refused to become discouraged by their defeats." B. C. Forbes