



North Idaho College

Online · Business · Computer Information Technology

Cybersecurity Internship

CITE-296

Spring 2023 Section 200 3 Credits 01/09/2023 to 05/11/2023 Modified 01/02/2023

Contact Information

Professor: Robert "Bob" Quant
Office: Hedlund Building 224 F
Office Phone: (208) 929-4036
Email: robert.quant@nic.edu

Office Hours:
Monday through Thursday 1 PM to 4 PM

Additional office hours available by appointment

Meeting Times

Hedlund Building, Room 224 B, Monday and Wednesday

CITE 295-200 Online

Credit Hours: 3 credits lecture Hybrid format- for 17 weeks

This course is offered on-line. Students must be diligent in adhering to the course schedule and submit all assignments/exams in a timely manner. Late work may not be accepted!

Description

This course involves a working partnership in which the sophomore students of the Network Security Administration program join with area employers in a structured, real-life relationship. Students will gain insight and on-the-job work experience doing projects that would normally be assigned to the employer's entry-level support staff. During this supervised experience, students will be evaluated on their performance of course competencies. Students are responsible for finding an appropriate internship site

and permission of the instructor is required. This course may be used to substitute for ATEC-117 or CITE-289 Cybersecurity Competitions in the Network Security Administration program. Students must be sophomore status or have instructor permission to enroll in CITE-296.

Materials

Weekly worksheet to track field hours.

You may want to have a flash drive to store your work from the course.

Outcomes

Students should be able to work with supervision in areas of security such as:

- Identify data traffic flow and further lock down and limit access to necessary sources.
- Help Identify potential security vulnerabilities.
- Conduct and run internal and external vulnerability assessments through various approved scanning tools to identify required patching, configuration and hardening requirements.
- Participate in incident response during events and incidents.
- Participate in searching for potential intruders and incidents.

Assessment

92+	90-91.99	88-89.99	82-87.99	80-81.99	78-79.99	72-77.99	70-71.99	Below 69.99
A	A-	B+	B	B-	C+	C	C-	No Credit

Breakdown

Assignment	Points
Read the Syllabus and take the quiz	50
Write your career goals	50
Complete the Work Habits Assignment	50
Complete the 8 Self-Assessment Exercises	200
Create your job search chart	50
Update your job search chart	50
Take the Communications quiz	50

Take the Employment Law quiz	50
Write your Resume	100
Write your Cover Letter	100
Create your References List	50
Complete the Evaluating Companies and Job Offers Assignment	50
Complete the Job Application form	100
Complete the Job Interview Assignment	100
Total Points	1050

* Course Policies

Students must complete the first task by no later than the end of the first week of class in order to avoid being dropped for non-attendance.

It is expected and required that students adhere to the course schedule and do not fall behind.

Your assignments must be completed using WORD, and submitted as WORD document or pdf through the learning management system CANVAS.

Please diligently review the instructor's comments to you regarding your completed assignments. This is a way of having some dialogue between us.

Workplace Readiness Skills Policy:

It is important for students to learn and follow workplace readiness skills that will be encountered in future careers. You will be expected to treat this class like a job. Think of your instructor as your boss and other students as coworkers and act accordingly. Our goal is to help you achieve your career goals by preparing you to be a high-quality employee. Local employers have stressed the importance of these workplace readiness skills to us and have asked us to include them in our courses where applicable. Here are some of the workplace readiness skills we (and employers) expect of our students:

- Attendance/Punctuality (including turning assignments in on time)
- Responsibility
- Time Management
- Problem-solving Skills (How would you solve this problem if this were your job?)
- Initiative (go above and beyond as needed)
- Written Communication Skills (including messages to your instructor)

- Respectfulness (especially to authority--think future employers)
- Professionalism
- Verbal and Non-Verbal Communication Skills
- Active Listening Skills
- Policy Awareness (including reading all course policies and material)
- Teamwork
- Business Ethics
- Leadership
- Customer Service
- Technology Skills (including the ability to contact tech support to solve problems)
- Adaptability/Flexibility
- Critical-thinking/Decision-making Skills
- Conflict Resolution
- Work Ethic
- Positive Attitude/Enthusiasm
- Critical Observation
- Self-Confidence
- Analytical/Quantitative Skills
- Interpersonal Skills
- Detail-oriented
- Organizational Ability
- Strategic Planning Skills
- Resilience/Grit/Self-efficacy
- Networking

These skills will all be very important for you to learn and demonstrate in your future career. You may not get the opportunity to practice/demonstrate all of these skills in this course but you certainly will get the opportunity to practice/demonstrate some of them.

Academic Integrity Information

"Violations of academic integrity may result in failure of an assignment, failure of the course, or more serious sanctions."

Incompletes

An incomplete is assigned only if the student has been in attendance and has done satisfactory work to within three weeks of the end of the semester (or proportional length of time for a course of less than a semester in length). Incompletes are issued only in cases of extenuating circumstances, such as severe illness or injury. Incompletes are not issued in cases in which the student is simply unable to complete his/her work within the specified semester or session. If a final grade of "I" is recorded, the instructor will indicate in writing to the Registrar what the student must do to make up the deficiency. The instructor will indicate in the written statement what permanent grade should be entered if the Incomplete is not removed by the deadline.

All incomplete grades must be removed within six weeks after the first class day of the following term, excluding the summer session. If the Incomplete is not removed by that date, the grade reverts to the grade indicated by the instructor's written statement authorizing the incomplete.

Attendance

Students are expected to attend, in person/online, all classes as scheduled:

* Students' attendance will be documented by logging into Canvas for this class. A minimum of being logged in 5 times per week will meet the minimum attendance requirement. If I am asked to document the last date of attendance, I will use the date of the most recent login. or assignment submitted.

* Students who are absent because of illness or emergency should personally contact their instructor as soon as practical.

* Illness and emergency related absences do not relieve students from the responsibility of making up any missed work.

* It is the responsibility of the student to obtain information concerning missed work and to see that it is completed and turned in.

A minimum of 80% course attendance is required in order to receive course credit. If attendance drops below 80% you will be "Dropped for Non-Attendance" from the course. Which will result in you being dropped from the CITE/NSA program and you will need to re-apply to re-enter the program the following Fall term.

Course Expectations

1. Complete required preparation for class which includes reading course material before attending class and other assigned tasks.
2. Attend all class meetings.
3. Complete course assignments and submit by specified deadlines.
4. Take the final examination for the course.
5. Practice in the campus learning lab to develop ability to perform technical skills taught in the course.
6. Cell phones will not be used during class and must be put on vibrate or powered down during class time.
7. Complete 135 field hours for the course.

Course Requirements

1. Each CITE course must be passed with a grade of C- or better for progression to the next CITE course.
2. Last days to withdraw:
 - January 23rd for a full tuition refund.
 - March 24th to post a "W" on transcript.

Acceptable Computer Use Policy

The computing hardware, software, and other technologies, utilized in our programs are intended solely to support learning and the course objectives. Please do not modify, install, or remove any hardware, software, or modify the computers configuration in any way, unless directed to do so by your instructor.

Do not use any learned technologies, procedures, "hacks" or applications against ANY computing system, not authorized to do so by your current CITE instructor, while in this program.

Playing computer games is not allowed at any time in the classroom or lab.

Acceptable Internet Use Policy

Internet access, when available, is provided solely to support classroom learning and course objectives.

Acceptable Food and Drink Use Policy

Food is not allowed at the computer work area at any time. Drinks are allowed in non-spill containers and provided you pick up after yourself and keep your work area clean.

Schedule

CITE 296 - The instructor reserves the right to revise class calendar, modify content, and/or substitute assignments in response to institutional, weather, or class situations. Changes will be announced in class. Students will be held responsible for all changes.

		Spring 2022	CITE 296 Internships		
Week	Date	Topic	Assignment	Due Dates	Points
Week 1	Jan 9	Introduction to Course	Read Syllabus and take quiz	1/15/23	50
		Career Goals	Read "Career Goals"		
			Write your Career Goals	1/15/23	50
Week 2	Jan 16	Work Habits	Read "Work Habits"		
			Complete Work Habits Assignment	1/22/23	50
Week 3	Jan 23	Self-Assessment	Read Chapters 1, 2, and 3		
			Complete the 8 Self-Assessment Exercise's	1/29/23	200

Week 4	Jan 30	Generating Job Leads	Read Chapters 8, 9, 10, and 11		
			View the Generating Job Leads PowerPoint		
			Create your Job Search Chart	2/6/23	50
Week 5	Feb 6	Sourcing Employment	Update your Job Search Chart	2/12/23	50
Week 6	Feb 13	Communication	Visit the Communication PowerPoint		
			Take the Communication Quiz	2/19/23	50
Week 7	Feb 20	Employment Law	Read "Employment Law"		
			Take the Employment Law Quiz	2/25/23	50
Week 8	Feb 28	Resumes	Read Chapters 4, 5, 6, and 7		
			Read "Resumes"		
			Write Your Resume	3/5/23	100
Week 9	Mar 6	Cover Letters	Read "Cover Letters"		
			Write Your Cover Letter	3/12/23	100
Week 10	Mar 13	References	View the Reference PowerPoint		
			Create Your References Lists	3/19/23	50
Week 11	Mar 20	Evaluating Companies and Job Offers	Read Chapters 12, 13, and 14		
			Read "Evaluating Companies and Job Offers"		
			Complete the Evaluating Companies and Job Offers Assignment	3/27/23	50
Week 12	Mar 27	Spring Break	Mar 28 to Apr 2		
Week 13	Apr 3	Job Applications Forms	Read "Job Application Forms"		
			Complete Job Application Form	4/9/23	100
Week 14	Apr 10	Interviewing	View "Interviewing" PowerPoint		
			Read "Interviewing Mistakes"		

			Read "Interviewing: How you will be Judged"		
			Read "Interviewing: Questions You May Be Asked"		
			Complete the Job Interview Assignment	4/16/23	100
		Total Points			1050

Additional Items

Instructional Methodologies

This course teaches students through lectures, demonstrations, assignments and projects completed by students on both real and simulated networks. Students are expected to complete required reading assignments prior to each lecture. Students are expected to complete assigned homework during the week that follows that topic's lecture and to submit homework at the beginning of the following week's class.

The course curriculum is online in Netacad. The Netacad learning environment is an important part of the overall course experience. These online course materials include course text and related interactive media, Packet Tracer simulation activities, real equipment labs, remote access labs, and many different types of quizzes. All of these materials provide important feedback to help you assess your progress throughout the course.

E-doing is a design philosophy that applies the principle that people learn best by doing. The curriculum includes embedded, highly interactive e-doing activities to help stimulate learning, increase knowledge retention, and make the whole learning experience much richer – and that makes understanding the content much easier.

In a typical lesson, after learning about a topic for the first time, you will check your understanding with some interactive media items. If there are new commands to learn, you will practice them with the Syntax Checker before using the commands to configure or troubleshoot a network in Packet Tracer, the Networking Academy network simulation tool. You will also do practice activities on real equipment.

An important goal in education is to enrich you, the student, by expanding what you know and can do. It is important to realize, however, that the instructional materials and the instructor can only facilitate the process. **You must make the commitment yourself to learn new skills.**

Syllabus and Schedule Disclaimer

Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. The professor reserves the right to make changes to the

syllabus as deemed necessary. Students will be notified in a timely manner of any syllabus changes via email or the course Announcements. Please remember to check your NIC email and the course Announcements often.

Academic Tutoring

FREE Academic Tutoring: Free, unlimited academic tutoring is available to all current NIC students. Stop by The Cardinal Learning Commons in LKH 118 to create an account or visit the Academic Tutoring website www.nic.edu/clc/tutoring to sign up for tutoring, view tutor schedules, set appointments, or to learn more about the tutoring program.

Division Policies

Student Responsibility

As outlined in the Student Code of Conduct, all North Idaho College students have both rights and responsibilities: Please access www.nic.edu/ferpa/StudentCode/index.htm for complete information that pertains to this subject. For a complete explanation of the North Idaho College Statement on [Academic Honesty & Academic Integrity](#) (<http://www.nic.edu/modules/images/websites/121/file/section5/5.06.01policy.pdf>), please refer to Policy 5.06 & Procedure 5.06.01:

Academic Integrity

Disruptive behavior in the class is not tolerated. To quote from the NIC “Student Code of Conduct,” Article II, (found in the Student Handbook):

In order to carry out North Idaho College’s Mission and to create a community of learners, the students, faculty, staff, and administrators must share common principles or values. These values – which include honesty, trust, fairness, respect, and responsibility – make up academic integrity.

Violations of academic integrity may result in failure of an assignment, failure of the course, or more serious sanctions.

Institutional Policies

Academic Dishonesty

Violations of academic integrity involve using or attempting to use any method that enables an individual to misrepresent the quality or integrity of his or her work at North Idaho College. These violations include the following:

- Cheating: using or attempting to use unauthorized materials, information, or study in any academic exercise.
- Fabrication: falsifying or inventing any information or citation in an academic exercise.

- Plagiarism: knowingly representing the words or ideas of another as one's own in an academic exercise.
- Violation of Intellectual Property: stealing, altering, or destroying the academic work of other members of the community or the educational resources, materials, or official documents of the college.
- Facilitating Academic Dishonesty: knowingly helping another to attempt to violate any provisions of this policy."

Violations of academic integrity may result in failure of an assignment, failure of the course, or more serious sanctions.

"For a complete explanation of the North Idaho College Statement on Academic Honesty & Academic Integrity please refer to Policy 5.06 & Procedure 5.06.01: <http://www.nic.edu/policy/>

Student Code of Conduct

The Student Code of Conduct applies to any student enrolled at North Idaho College. This includes, but is not limited to, face-to-face classes and Internet classes.

NIC shall maintain a Student Code of Conduct that specifically addresses prohibited behavior and assures due process for alleged violations. The Code of Conduct shall make clear possible sanctions for such actions. [Policy Manual \(http://www.nic.edu/websites/default.aspx?dpt=121&pageId=\)](http://www.nic.edu/websites/default.aspx?dpt=121&pageId=) (See 5.06)

Disability Support Services and the Americans with Disabilities Act (ADA)

In compliance with the Americans with Disabilities Act of 1990 and Section 504/508 of the Rehabilitation Act of 1973, North Idaho College provides accommodations to eligible students who experience barriers in the educational setting due to learning, emotional / mental, physical, visual, or hearing disabilities. Instructors will provide accommodations to students only after having received a Letter of Accommodation from Disability Support Services (DSS).

If a student would like to request accommodations, he or she must contact DSS so that a Letter of Accommodation may be sent to the instructor. Students requesting accommodations should contact DSS as early in the semester as possible to avoid delay of accommodation due to student load.

Accommodations are not retroactive. DSS provides academic accommodations, access, assistance and services at NIC and at the North Idaho Consortium of Higher Education campus.

Contact:

[Disability Support Services Website](http://www.nic.edu/websites/default.aspx?dpt=121&pageId=)

(208) 769-5947

Withdrawal

Please check the [NIC Calendar \(https://www.nic.edu/calendar/\)](https://www.nic.edu/calendar/) for the last day students can withdraw from courses.

Instructor-Initiated Withdrawal: An instructor has the right to withdraw a student for academic reasons. For more information, see the [Instructor-Initiated Withdrawal Procedure \(https://www.nic.edu/modules/images/websites/121/file/section5/5.04.02procedure.pdf\)](https://www.nic.edu/modules/images/websites/121/file/section5/5.04.02procedure.pdf).

Financial Aid Satisfactory Progress (SAP):Federal Regulations require North Idaho College to establish Satisfactory Academic Progress standards (SAP) for all financial aid recipients. The purpose of SAP standards are meant to ensure that students and academic institutions are held accountable to the taxpayer-funded federal student aid programs while students complete their academic goals in a timely manner. This process monitors student performance in all terms of enrollment, including terms in which the student did not receive financial aid. For more information, see the [Financial Aid Satisfactory Progress \(http://www.nic.edu/websites/default.aspx?dpt=29&pagelid=3025\)](http://www.nic.edu/websites/default.aspx?dpt=29&pagelid=3025) website.

For more information on withdrawals, see the [NIC Student Accounts \(http://www.nic.edu/websites/default.aspx?dpt=12&pagelid=177\)](http://www.nic.edu/websites/default.aspx?dpt=12&pagelid=177) website.

Title IX

North Idaho College seeks to provide an environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual harassment/misconduct/assault we encourage you to report this. If you report this to any college employee, (except for a licensed counselor or health care professional) she or he must notify our college's Title IX coordinator about the basic facts of the incident (you may choose whether you or anyone involved is identified by name). For more information about your options at NIC, please go to: www.nic.edu/titleIX (<http://www.nic.edu/titleIX>) or call (208) 676-7156

Removal From Class For Non-Attendance

Attendance is based on your participation in this class. Failure to attend will result in your being removed from this class and may result in your financial aid award being reduced. You are responsible for confirming the accuracy of your attendance record.

SPECIAL STATEMENT ON COVID-19

Your safety, health, well-being, and that of our faculty and staff are our primary concerns. Everyone is expected to abide by college measures to mitigate the risk of spreading COVID. Circumstances can change rapidly, which may require a change in the delivery method of courses, for example a move from face-to-face to hybrid or online. Continue to visit the North Idaho College [COVID-19 webpage](#) for the latest information.

Students experiencing symptoms related to COVID-19 or that have tested positive for COVID-19 should not attend class and should call Rapid-Trace to self-report: (813) 699-3551. If you were in close contact with a COVID-19 positive case, please call Rapid-Trace to self-report. Rapid-Trace will confidentially notify NIC on your behalf and assist with information and resources for effective self-quarantine, if applicable.

Students in healthcare programs experiencing symptoms related to Covid-19 should not attend class and contact the Healthcare Programs Student COVID Response Team HPNstudentcovidreporting@nic.edu for further guidance.

Students enrolled in programs associated with healthcare may have different requirements for masking in the lab and clinical settings.

COVID-19 Absences

As with any absence from class, students will need to communicate with professors directly to establish a plan for keeping pace with course material and submission of assignments during a quarantine period.

COVID-19 Student Resources

This is a challenging time to meet your academic goals. Please use the [Student Resources](#) for information and resources on basic needs such as housing, food, financial aid, and medical and mental health.

Please also visit the [Access to Computers, Internet & E-Learning Support](#) webpage for information on the technology and resources you will need to be successful.

For general questions about technology, [contact the IT Help Desk](#) at helpdesk@nic.edu or 208.769.3280.

NIC leadership will continue to monitor CDC recommendations, engage in weekly discussions with Panhandle Health District, and track local indicators for changes in conditions that may lead to greater risk.