**Internship Proposal for Academic Credit**

*Deadline for submission to Office of Internships is*

***April 15, 2016*** *for summer internships; or first day of classes for Fall and Spring terms.*

*Proposal must be typed. This is a MS Word document; fields within the tables will expand as needed.*

**1. Student Information**

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| Name: John Hellrung | ID#: B00672687 |
| E-mail: hellrungj@berea.edu | Phone: 513 – 713 – 0013 |
| Class Level: Junior | Major: Computer Science |
| Address: 101 Chestnut St. | City/ST/Zip: 40404 |

**2. Internship Site and Supervisor***Provide complete, accurate information. This will be used for communication with your supervisor.*

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| Organization Name: Disability & Accessibility Services | Supervisor’s Name: Renae Newhouse |
| Address: 101 Chestnut St. | Supervisor’s Title: Disability/Access Svc Associate |
| City/ST/Zip: Berea, KY 40404 | Supervisor’s Phone: 3835 |
| Country: United States of America | Supervisor’s E-mail: Renae\_Newhouse@berea.edu |
| Is this a non-profit organization? No |  |

**3. Pay Status and Hours**

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| Will the organization be paying you?  If yes, Amount per hour: $8  Amount of stipend: | | Is the organization providing additional compensation?  If yes, Type:  Amount: | | |
| Starting date: May 9 | | | Ending date: July 29 | |
| Number of weeks: 10  *(minimum 8 weeks)* | Hours per week: 30  *(minimum 30 hrs/wk)* | | | Total hours: 300 |

**4. Course Information**

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| Academic Program: 495  Course Number *(395, 395E, or 495)*: | # of Course Credits: 1 |
| Course Title *(limited to 25 characters)*: Accessible Database Design | Term and Year: Summer of 2016 |

**5. Faculty Sponsors**

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| Primary Faculty Sponsor | Secondary Faculty Sponsor |
| Name: Matt Jadud | Name: Mario Nakazawa |
| Dept: Computer Science | Dept: Computer Science |
| E-mail: [jadudm@berea.edu](mailto:jadudm@berea.edu) | E-mail: [mario\_nakazawa@berea.edu](mailto:mario_nakazawa@berea.edu) |
| Phone: (859) 985-3567 | Phone: (859) 985-3750 |

**6. Describe your internship position briefly** *(functions, duties, projects, etc).*

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| Project:  I will work with Renae Newhouse and Lisa Ladanyi on creating a database and the associated software to use for accessible format text conversion projects in the Disability & Accessibility Services office.  This database will serve the following users and tasks:  DAS Admin   * Upload textbooks and materials needed for accessible format conversion projects * Able to report on active conversion projects * Able to approve pending conversion projects from DAS Labor Students * Able to accept conversion projects requests from Students   DAS Labor Students   * Able to upload textbooks and materials for an active conversion project * Able to submit conversion projects to DAS Admin   Students with Print Disabilities   * Obtain their own conversion projects * Able to submit a request for a conversion project   Duties:   * Assisting with creating accessible materials * Assisting with the use and maintenance of assistive technology * Contributing content about D.A.S to online resources * Familiarizing myself with the employer, their goals, and their processes |

**7. What are your learning objectives for this internship?** *(specific, measureable, achievable)*

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| * Apply concepts from my CS curriculum in a non-academic setting * Formulate and express a personal understanding of a modern work environment and how it relates to my personal career goals * Use oral communications skills to present complex ideas at the appropriate level for a specific audience * Use my written communications skills to present complex ideas at the appropriate level for a specific audience * Create project documentation using effective writing * Define levels of accessibility and accessibility in relation Section 508 standards * Design a database that attempts to meet Section 508 standards |

**8. How does this internship relate to your career goals?**

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| This internship relates to my future career as a Software Engineer because by making a database and the associated software to use it, I will be developing a stronger skill set of researching, evaluating, proposing, documenting and creating software.  The project will show that I know how to work with a supervisor on a project within a given timeframe and that I know how to design a project for an employer. This internship will also show that I know how to present the progress of my design and that I know how to document the design process of the project. In addition, this internship will provide the opportunity to understand accessibility level of Section 508 standards, which is a growing part of software engineering. Being able to describe the process to an employer or another Software Developer, as demonstrated by my blog and in my presentation for the project, will give me valuable experience for the future that I cannot get in the classroom. The project will further my understanding of software systems and will give me experience working with a team, showing that I am capable of handling complex tasks to achieve a specific goal. All these factors will grow my skill set and, ultimately, help me achieve my goal of becoming a leader in the field of Software Engineer. |

**9. What preparation have you had for this internship?** *(relevant courses, research, or work experience)*

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| I am currently in Software Engineering where I am building features for an Open Source Project. In the class, I am working on the project Code Workout with a team of three other students, where we are adding a Q&A forum to the project. The Code Workout project is a Ruby on Rails application, meaning that it is a CVM (Controller View Model) Framework. As a database, we use MySQL lite and enact with it, using the Ruby on Rails command console. In terms of coding languages, I have experience in Python, Ruby, ERB, HAML, CSS, and PHP. As well, I have experience with Microsoft Access, which uses SQL queries. About the user interface, I have experience with working students with disabilities as an assistant teacher and, as such, I have a basic understanding of how to approach making software that can serve those students with disabilities. |

**10. You are required to keep a reflective journal *that makes the connection between your daily experiences and learning.***

Your academic program or faculty sponsor may have specific guidelines or prompt questions for the journal. Based on those guidelines specify 1) what form the journal will take, 2) How often entries will be made, and 3) when and how it will be submitted.

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| Beginning on the first week of my internship, I will create an online blog using a publicly accessible, externally dated blogging site, such as WordPress or Blogger. I will submit the link to the blog to the Moodle submission site by the end of my first week.  My blog will meet the following standards for excellence:   * All posts must be reflective, rather than diary entries that solely describe what I did (i.e., not reporting). * Each post will have an average of 250 words * Though daily posts are preferred, I will produce a minimum of at least three posts per week. * Based on the above two metrics, I will produce a minimum of 750 words each week * I will write in the blog every week I am at the internship (i.e., NOT multiple posts at the end of the internship) * I will use these[Recommended Internship Blog Prompts](https://docs.google.com/document/d/1vUQspCBRcEIBpvGOz0uN69YbFdPxqyq3dxzHck8PRi0/edit?usp=sharing) to aid me in writing blog posts.   Additionally, in the final week, I will produce a 2 to 3 page final entry, which is a larger reflection, overall experience. |

**11. You are required to submit a final paper.**

Based on parameters specified by your primary faculty sponsor, describe the assignment, including topic *(if determined)*,format, spacing, length *(typically 5-10 pages)*, etc.  The first draft of the paper is typically due by August 31, for summer internships, or by the last day of classes, if enrolled during fall or spring *(unless another date is specified by your faculty sponsor).*

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| The final paper will be a formal research paper or formal documentation related to the work of the internship. The final paper will be complete during the experience to help me with some aspect of the internship; hence, the content must be determined during the internship by consultation with my primary internship sponsor. This paper will be in IEEE style used for publication in the discipline, using the template provided here: <http://www.ieee.org/conferences_events/conferences/publishing/templates.html>.  I will submit the following components to the Moodle submission site by these dates:   * **July 22:** A proposed topic for the research paper is due to the primary and secondary sponsor. * **July 29:** The first draft is due to primary and secondary sponsors. * **August 12:** The final paper is due to primary and secondary sponsors.   All dates are subject to change by the CSC program. I agree to abide by these changes. |

**12. You are required to make an oral presentation.**

Specify when and to whom this presentation will be given. For summer interns, this takes place sometime prior to mid-term in the fall semester following the internship, or by the last day of classes, if enrolled during fall or spring.

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| For my oral presentation, I will present a poster at the CSC Poster session. To prepare for the poster, I will complete the following actions and submit the following components to the Moodle submission site by these dates:   * **September 5:** A poster title and abstract, which is a 100-word description of the topic and content I will be including on the poster. |

**13. Additional:** This field may be blank, if there are no additional assignments.

Describe any other assignments to be considered in your grade as agreed upon with your Faculty Sponsor.   
(i.e., portfolio, lesson plans, supplemental reading or research, literature review)

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| In addition, I will produce a formal video detailing my internship experience. The final video will demonstrate the level of professionalism, which would allow me to show the video to prospective employers and/or link them from my resume.  I will produce and submit the following components to the Moodle submission site by these dates:   * **August 12:** A 100-word outline or script describing the video. * **August 26:** A first draft of the video, uploaded to a publicly available video hosting site such as YouTube, and the link submitted to Moodle. * **September 2:** A final video, uploaded to a publicly available video hosting site such as YouTube, and the link submitted to Moodle.   All dates are subject to change by the CSC program. I agree to abide by these changes. |

**14.** A **Supervisor’s Evaluation** of your performance is required and is part of your grade. The evaluation   
will be emailed to your site supervisor a few weeks prior to the end of the internship, to be completed   
on or before your last work day. When finished, it should be scanned and emailed (from the supervisor) to *internships@berea.edu*, but no later than August 5th for summer internships, or by the last day of classes for the fall and spring terms. The supervisor’s evaluation may also be found at www.berea.edu/ctl/internships under *Forms and Resources*.

**15.** You are required to keep a **timesheet** (available at www.berea.edu/ctl/internships under *Forms and Resources*). Please have your site supervisor initial it weekly and sign the document when finished. It should be scanned and emailed to *internships@berea.edu* on your last work day, or by August 5th for summer internships (estimate any work hours that are worked after that date), or by the last day of classes for the fall and spring terms.

**16.** You are required to complete a **Student Evaluation** of your experience. A link to the online evaluation will be emailed from the Office of Internships a few weeks prior to the end of your internship. It should be completed online, no later than August 5th for summer internships, or by the last day of classes for the fall and spring terms.

**17. Specify percentages each assignment will carry in determining your grade.***Students enrolled in summer will receive a grade of “N” to accommodate on-campus presentations during the fall semester. The “N” will be changed to an incomplete or letter grade by mid-term of the fall semester.   
Fall and Spring semester interns will receive their grades as scheduled for those terms.*

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| Journal: 25% | Paper: 25% | Presentation: 25 % |
| Supervisor’s Evaluation: 15%  *(not more than 15% of grade)* | Additional: Video: 10% | Total: 100% |

**18. Funding**

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| **Are you requesting funding assistance from Berea College for this internship?** *(yes or no)* **: Yes, on Campus**  *If yes, complete the left side of the* ***Internship Funding Request*** *form and attach it to the proposal. Funding is not available for local internships during the Fall and Spring semesters.* |

**19. Approvals**

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|  | **Approval Signature** | **Date** |
| **Student** |  |  |
| **Primary Faculty Sponsor** |  |  |
| **Secondary Faculty Sponsor** |  |  |
| **Academic Advisor** |  |  |
| **Academic Program Chair** |  |  |
| **International Student Advisor**  (if international student) |  |  |
| **Study Abroad Advisor**  (if internship site is outside US) |  |  |
| *If an approval signature cannot be obtained before the registration deadline,  an e-mail stating approval may be sent directly from the individual to: internships@berea.edu* | | |

**IMPORTANT:**

* Please make an appointment with the Office of Internships to submit the finalized proposal(with all required signatures)prior to the **DEADLINE of April 15, 2016** for summer internships. Funding requests will be reviewed at that time. **Earlier submission is encouraged, to assure appointment availability and funding.** Proposals for Fall and Spring terms are due no later than Friday of the week classes begin.
* You will be registered for summer internships at the end of the spring semester by the Office of Internships. Registration for Fall and Spring will be done prior to the last day to add a class for those terms.

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| **Director of Internships** |  | **Date** |