

**Instructor** Dr. Kevin McMahon  
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**Prerequisite** Prerequisites: Junior or senior standing and consent of instructor required prior to registration.

**Office Hours** By appointment

**Course Description:**

The course provides professional work experience in computer science or information technology under the supervision of faculty and industry personnel. Written report is required at the end of internship. S/U graded. (Fa, Sp, Su) Prerequisites: Junior or senior standing and consent of instructor required prior to registration. The course may be repeated for a maximum of 12 credits, but each repetition requires a substantially different work experience. 40 hours of work is needed for each credit.

**Overall Computer Science Undergraduate Program Goals:**

1. Provide a coherent and broad-based coverage of the discipline of computing and technology.
2. Provide an environment in which students are exposed to the ethical and societal issues of the computing field.
3. Provide an environment where students are exposed to and understand the importance of the major developments and trends that shape technology
4. Expose students to the body of theory that underlies the discipline.
5. Develop the skills necessary for the student to become a successful technology professional.
6. Provide a framework for the learning and application of current technologies in the "real world".

**Course Objectives** (see corresponding number below):

1. To prepare students to give a positive professional impression in interviews for CS/IT positions.
2. To prepare both an effective, concise and targeted resume and cover letter.
3. Develop realistic personal goals for your internship, and, with help from your supervisor, develop a list of goals based on your duties at the organization.
4. To work for an organization that helps reinforce concepts discussed in class, and helps develop important work-place skills in an IT setting.
5. Evaluate how effective the experience has been in meeting personal goals.

**Learning Outcomes:**

At the completion of the course students should,

1. Be prepared to interview for entry level positions in the CS/IT industry.
2. Have prepared a cover letter and resume for the next stage in career development.
3. By the second week of the experience have established both Organization Goals (what the company will get from your work) and Personal Goals (what do you wish to get out of the internship).
4. Have had a rewarding, enriching job experience.
5. Complete a self-evaluation as to how/if they met personal goals.

## Assessment

This course is graded as satisfactory/unsatisfactory. The following will be used as assessment tools.

- **Reflection paper** (2 page) (5%) You will need to submit a paper outlining your experience and what you learned in terms of your career choice and your preparation for continuation in this field. Due during the last week of classes.
- **Resume/Cover Letters** (5%) Submit at mid-semester.
- **Goals Statement** (5%) Submit by weeks 2-3
- **Self-Evaluation** (5%) A one page paper outlining how you met your personal goals.
- **Supervisor Evaluation** (80%) I will forward a short evaluation form to your supervisor towards the end of the semester. This is one of the most important components of your evaluation. You must complete the residency time you committed to at the beginning of the semester. Please forward supervisor contact info to me by the completion of your first week.

<b>Assessment Matrix</b>					
	<b>Learning Outcomes</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Tool</b>	<b>Professional Preparation</b>	<b>Job-seeking Preparation</b>	<b>Goals</b>	<b>Enrichment</b>	<b>Self-Evaluation</b>
<b>Reflection Paper</b>	√		√	√	√
<b>Resume/Cover Letters</b>	√	√			
<b>Goals Statement</b>			√		
<b>Self-Eval</b>			√	√	√
<b>Supervisor Eval</b>	√		√		

**Special Needs** Students with documented disabilities who may need accommodations, or any student considering obtaining documentation should make an appointment with Martha Bledsoe, our disabilities coordinator, no later than the first week of class. She can be reached by calling 524-7335 or contacting her via e-mail at [mbledsoe@carrollu.edu](mailto:mbledsoe@carrollu.edu).

**Amendments to the Syllabus** The instructor and the university reserve the right to modify, amend, or change the syllabus (course requirements, schedule, grading, etc.) as the curriculum and/or program require(s).