

# COMP893 Team Project Internship Course Syllabus

## BASIC INFORMATION

### Course Information

Name: COMP 893 Team Project Internship  
Credits: 1-3  
Term: Fall 2024  
Location: Rm P142  
Time: M1 Section: Wednesday 9:10am-12pm  
M2 Section: Wednesday 1:10-4pm

### Instructor Information

Name: Karen Jin, Associate Professor, Department of Applied Engineering and Sciences  
Office: Rm139, Pandora Mill building  
Zoom: <https://unh.zoom.us/j/4858446046>  
Email: [karen.jin@unh.edu](mailto:karen.jin@unh.edu)  
Office Hours: Monday 1-4pm and Friday 9-noon. Available in person or over Zoom. Email to make appointments.

## COURSE DESCRIPTION

The internship course provides experiential learning experience through placement in team projects. This hands-on experience allows students to gain practical skills and insights into the field of computing. By working on a collaborative project with external stakeholders, they will contribute to the development of real-world information technology products, processes, or services, and understand the challenges involved in implementing technology solutions in a professional setting.

## STUDENT LEARNING OUTCOME

- Analyze complex computing problems and identify solutions by applying principles of computing.
- Design, implement, and evaluate computing solutions that meet IT computing requirements.
- Communicate effectively in a variety of professional contexts.
- Function effectively as a member or leader of a team engaged in IT activities.
- Identify and analyze user needs in the process of developing and operating computing systems.

## TENTATIVE COURSE SCHEDULE

Weeks	Activities
Week 1 8/28	<ul style="list-style-type: none"> <li>• Class Introduction / Development Team (DT) Setup</li> <li>• Intro to Project Management</li> <li>• Intro to Scrum workflow</li> <li>• Project Goal</li> </ul>
Week 2 9/4	<ul style="list-style-type: none"> <li>• Project Kickoff</li> <li>• Environment Setup: Jira <ul style="list-style-type: none"> <li>– Create Project backlog</li> <li>– Create user stories, tasks and bugs</li> <li>– Integration w/ Source code control, team communication</li> </ul> </li> </ul>
Week 3 9/11	<ul style="list-style-type: none"> <li>• Sprint Planning meeting</li> <li>• Create Sprint Backlog (from Product Backlog) and Sprint Goal</li> <li>• Each DT builds development plan and tasks</li> <li>• Set up sprint and scrum board in Jira</li> </ul>
Week 4 9/18	<ul style="list-style-type: none"> <li>• 1st Sprint development starts.</li> <li>• Scrum meetings start. ß</li> </ul>
Week 5 9/25	<ul style="list-style-type: none"> <li>• Scrum meetings (Monday, Wednesday, Friday)</li> </ul>
Week 6 10/2	<ul style="list-style-type: none"> <li>• Scrum meetings (Monday only)</li> <li>• End of 1st Sprint</li> <li>• Sprint Review + Sprint Retrospective</li> </ul>
Week 7 10/9	<ul style="list-style-type: none"> <li>• 2nd Sprint Planning meeting</li> <li>• 2nd Sprint development starts.</li> <li>• Scrum meeting on Friday</li> </ul>
Week 8 10/16	<ul style="list-style-type: none"> <li>• Scrum meetings (Wednesday, Friday)</li> </ul>
Week 9 10/23	<ul style="list-style-type: none"> <li>• Scrum meetings (Monday, Wednesday, Friday)</li> </ul>
Week 10 10/30	<ul style="list-style-type: none"> <li>• Scrum meetings (Monday, Wednesday, Friday)</li> </ul>
Week 11 11/6	<ul style="list-style-type: none"> <li>• Scrum meetings (Monday only)</li> <li>• End of 2nd Sprint</li> <li>• Sprint Review + Sprint Retrospective</li> </ul>

Weeks	Activities
Week 12 11/13	<ul style="list-style-type: none"> <li>• 3rd Sprint Planning meeting</li> <li>• 3rd Sprint development starts.</li> <li>• Scrum meetings (Friday only)</li> </ul>
Week 13 11/20	<ul style="list-style-type: none"> <li>• Scrum meetings (Monday, Wednesday, Friday)</li> <li>• Weekly status report</li> </ul>
Week 14 11/27 No class	<ul style="list-style-type: none"> <li>• Thanksgiving Break</li> <li>• Scrum meetings (Monday only)</li> </ul>
Week 15 12/4	<ul style="list-style-type: none"> <li>• Scrum meetings (Monday only)</li> <li>• End of 3rd Sprint</li> <li>• Retrospective / lessons learned</li> <li>• Final Report due on 12/9</li> </ul>

## GRADING

The internship project will follow the general structure of Scrum framework, which includes specific roles, events, artifacts, and rules. The product owner, project manager, and development team will be established, and project events such as Sprint Planning, Daily Scrum meeting, Sprint Release, and will be conducted. Your final grade consists of the following three components.

**10% Class Attendance** of the required meetings

**60% Sprint Grade** calculated as: **Teamwork Grade \* Sprint Grade**

- Teamwork Grade is based on peer evaluation for each of the three sprints. Detailed rubrics TBA.
- Sprint Grades: You will receive a team grade for each of the three sprints, based on the technical aspect of the product and team project management. Detailed rubrics TBA.

**10% Homework** additional homework in project management and development tools.

**20% Final Project Report** see appendix A for the report format.

Credit hour workload estimate: a minimum of 45 hours of student academic work per credit per term.

## COURSE POLICIES REGARDING STUDENT BEHAVIOR

### Attendance

Students are responsible for attending scheduled meetings and expected to abide by the University Policy on Attendance (as stated in the UNH Student Rights, Rules, and Responsibilities

Students who cannot attend a scheduled meeting have the responsibility to email the instructor about the circumstances and request to be excused for the meeting BEFORE the class meeting. You will also need to arrange a meeting with the instructor individually to update your internship progress.

### Late Submissions

Policy for late submissions is very strict and applies only in exceptional cases of student illness, accident, or emergencies that are properly documented. A late submission may be granted only if the student:

- Emails prior to the deadline and
- Explains and provides evidence for the circumstances that have prevented the student from meeting class requirement.

Failing to comply with these rules may result in no credit for the assignment.

## Appendix A: Final Report Requirements:

The report must include the following items:

1. **A Title Page** The first page should display the student's full name, internship start and finish dates, the title of the internship project.
2. **An Executive Summary** of the project. Provide a concise overview of the project, including its objectives, duration, and key outcomes.
  - Introduction: Introduce the project and its background, including the problem or opportunity that led to its initiation. Describe the rationale for using the Scrum framework and highlight the project's significance.
  - Project Objectives: Clearly state the project's objectives, both in terms of deliverables and the intended business or customer impact.
  - Scrum framework: Explain how the Scrum framework was adopted and implemented throughout the project lifecycle. Discuss the roles and responsibilities of each team member and highlight any adjustments or adaptations made to fit the project's context.

Use full sentences, instead of bullet points, in your writing. You need to have **minimal 2 full pages** (not including spacing, figures and tables) for this section.

3. **Self-assessment of the Project Experience** you should answer the following questions:

- What did you learn from your experience?
- What is the relationship of the work to your major studies?
- What were the benefits to you?
- What is the comparison between theory (things you have learned in the classroom) and practice (things you did or observed at the internship)?
- How do you think the project activities that you carried out are correlated with your classroom knowledge?
- How do you think the project will influence your future career plans?

Include also your reflection on the internship experiences:

- Describe what was learned and how it will be applied to your professional career goals;
- Identify additional skills that will need to be developed to ensure career readiness. This might include learning a new technology, developing a broader network, additional coursework, etc.
- What advice would you have for a fellow student and/or faculty member with regard to your experience?

Use full sentences, instead of bullet points, in your writing. You need to have **minimal 3 full pages** (not including spacing, figures and tables) for this section.

1. **Conclusions** This section should include a summary of key conclusions derived from the project experience. (**1 full page**)

#### Formatting Requirement:

The internship report should be

- in **Single-spaced lines**
- between 6-8 pages (not including the title page, figures, and tables);
- Size 12 in Times New Roman font.
- No additional white space between paragraphs and sections.
- All tables and figures must be captioned.
- All pages are numbered.

The report should be saved in PDF format for submission.

Grading criteria: 60% content; 20% grammar and mechanics; 20% format.

Fail to fulfill the page requirements will result in up to 30% deduction of the total report grade.

**You need to earn minimal 75% in your final report grade to pass the course.**

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**UNH Academic Integrity policy:** [Academic Integrity Policy link](#).

## **Confidentiality and Mandatory Reporting of Sexual Violence or Harassment - Manchester**

The University of New Hampshire and its faculty are committed to assuring a safe and productive educational environment for all students and for the university as a whole. To this end, the university requires faculty members to report to the university's [Title IX Coordinator](#) (Bo Zarycky, [Bo.Zarycky@unh.edu](mailto:Bo.Zarycky@unh.edu), 603-862-2930/1527 TTY) or to the UNH Manchester/CPS Title IX Deputy Intake Coordinator (Lisa Enright, [lisa.enright@unh.edu](mailto:lisa.enright@unh.edu) 603-641-4336, Room 439) any incidents of sexual violence and harassment shared by students.

If you wish to speak to a confidential support service provider who does not have this reporting responsibility because their discussions with clients are subject to legal privilege, you can contact the [SHARPP Center for Interpersonal Violence Awareness, Prevention, and Advocacy](#) at (603) 862-7233/TTY (800) 735-2964. For more information about what happens when you report, how the university treats your information once a report is made to the Title IX Coordinator, your rights and reporting options at UNH (including anonymous reporting options) please visit [student reporting options](#). [The uSafeUS app](#) is also available for students to keep reporting options and resources easily accessible on their phones.

Help us improve our campus and community climate. If you have observed or experienced an incident of bias, discrimination or harassment, please report the incident by contacting the Civil Rights & Equity Office at [UNH.civilrights@unh.edu](mailto:UNH.civilrights@unh.edu) or TEL # (603) 862-2930 voice/ (603) 862-1527 TTY / 7-1-1 Relay NH, or [visit the CREO website](#). Anonymous reports may be submitted.

Confidential Support Resources for UNH Manchester:

- SHARPP Extended Services Coordinator for UNH Manchester- room 417. Available in person Mondays 9 am to 4-pm and by Zoom appointment year-round M-F.
- YWCA, NH – 603-668-2299(24hour), 72 Concord St. Manchester, NH
- The Mental Health Center of Greater Manchester: On campus mental health counselors are available by appointment during the academic year. Located in room 426.
- 24 Hour NH Sexual Violence Hotline: 1-800-277-5570
- 24 Hour NH Domestic Violence Hotline: 1-866-644-3574

## **Library Resources - Manchester**

The UNH Manchester librarians are available to assist you with the research process. Visit the library's website at <https://cps.unh.edu/library> to learn about library services and to search for reliable academic sources. You can contact the library at 603-641-4173 or at [unhm.library@unh.edu](mailto:unhm.library@unh.edu).

The links below guide you to useful online library resources:

- Make a **Research Appointment** with a librarian: <https://libraryguides.unh.edu/remotearchive/researchhelp>
- Use the **Library Search Box** and information: [https://libraryguides.unh.edu/librarysearchbox\\_unhmanchester](https://libraryguides.unh.edu/librarysearchbox_unhmanchester)
- Reserve a **Study Room**: <https://cps.unh.edu/library/support-services>
- Discover resources for **Citing Sources**: <https://libraryguides.unh.edu/unhmcitingsources>

- Learn strategies for **Evaluating Sources** <https://libraryguides.unh.edu/ENGL401UNHManchester/evaluatingsources>.