COMP891 Internship Practice
Course Syllabus

BASIC INFORMATION

Course Information

Name: COMP 891 Internship Experience
Credits: 1-3
Term: Spring 2021
Location: Online

Instructor Information

Name: Karen Jin
Office: Rm139, Pandora Mill building
Office Hours: Office hours available through MyWildcatSuccess. Email to make appointments for Zoom meetings.

Course Description

The internship provides field-based learning experience through placement in a computing field. Students gain practical computing experience in a business, non-profit, or government organization. Under the direction of a faculty advisor and workplace supervisor, the student is expected to contribute to the information technology products, processes, or services of the organization. Majors only.

Course Objectives

Upon completion of this course, students should be able to:

- Apply protocols for an effective job search.
- Gain insight into a possible career path of interest while learning about the industry in which the organization resides, organizational structure, and roles and responsibilities within that structure.
- Understand of how coursework ties to professional careers of interest.
- Develop professional connections and identify a strategy for maintaining those connections
- Reflection on the internship experiences, including:
  - Ability to articulate what was learned and how it will be applied to your professional career goals
  - Identification of professions that may be of interest as a result of this experience
  - Identification of 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.

COURSE REQUIREMENTS

Internship Work Hours
Students need to complete the minimal number of onsite work hours based on the list below, OR the completion of an applied research project with the same hours.

> 120 work hours for 3 credits.
> 80 hours for 2 credits.
> 40 hours for 1 credit.

Internship Work Placement

Students will secure an internship experience for commitment of minimum 45 hours of course work per credit, which includes 40 hours of onsite work hours per credit.
This requires that you:
- Meet with faculty advisor to review placement options and procedures.
- Interview with internship sponsors to locate an appropriate experience.
- After an internship offer is made and accepted, meet with the workplace supervisor to determine your duties and responsibilities and outline expectations you have from the internship experience.

Approval Process
Students are required to:
- Create and submit a new Experience in Handshake website.
  https://app.joinhandshake.com/experiences/new
- Login into Handshake (navigate to Career Center, Experiences, Request New Experience)
- Complete the information required under your academic program and hit submit. You will need to know the contact information for your internship site and site supervisor. You can often get this information off of your offer letter.
- Requests to approve this internship will go to your internship site supervisor and your faculty. Once both of these people approve your experience you are all set until final evaluations are needed

Best Practices are:
- Monitor the approval process on Handshake until it is fully approved. You can learn exactly where the process is by logging into Handshake. If someone makes a request for you to change something, you will want to respond promptly.
- Let your internship supervisors know they will be getting a request for approval from the Handshake platform. All the supervisor has to do is review and click yes or no for approval. The UNHM Career and Professional Success (CaPS) will connect the employer later on for evaluation purposes.

Required Paperwork and Submissions.

A record of your semester long internship experience will be assembled as a portfolio of paperwork and other required documents. The portfolio should contain the following components.

Part I: Internship Weekly Work Log:
You must submit weekly entries during your internship. Each entry is dated and represents a commentary on the work you are doing, what you learn, and the challenges you experience. You need to also log the hours you have worked for the week and the total accumulative hours for the internship (till the current week).
- See Appendix A for the detailed weekly work log format requirements.
- The weekly log entry is submitted through MyCourses.
- You **MUST** submit your log for each week that you have worked.

Part II: Final Report:
The final report explains the nature and outcomes of the work you have accomplished. See Appendix B for the detailed report requirements. The Final Report is submitted through MyCourses.

Part III: Progress Presentation Slides
- During the semester, each student is required to present to the class their current status and progress of internship in class meetings.
- Each presentation is limited to 10-15 minutes and should include 5-8 slides. See Appendix C for presentation guidelines.

Part IV: Internship Site Evaluation
- Evaluation from the workplace supervisor. The evaluation will be collected directly from your supervisor by UNHM Career and Professional Success (CaPS).

Class Meetings
Participation in the scheduled class meetings is required. We will have four class meetings during this semester on the following dates:
Feb 9,   March 2,   April 6, and May 4

All meetings will be held through Zoom.

GRADING AND EVALUATION OF STUDENT WORK

Grading in this course is based on the following items. You need to complete all requirements in order to receive a grade.

1. Completion of weekly work log for the minimal required work hours. Logs must be submitted weekly during your internship (**20%**)
2. Final project report (**25%**)

3. Completion of in-class progress presentations. (**25%**)
   a. Completion of progress presentations in class and submission of slide decks for the presentation.
4. Class Participation. (**30%**)
   a. Attendance at scheduled class meetings (15%)
   b. Participation of all class discussions (10%)
   c. Request to join in UNHM COMPTECH online LinkedIn group https://www.linkedin.com/groups/4485737/ (5%)

- You need to complete the required number of hours as recorded in weekly work logs to pass the course.
- You need to earn minimal B- for your final report to pass the course.
- The grading also takes into consideration the evaluation by workplace supervisor. Highly positive evaluation can earn you up to 10% bonus points to your final grade.
- Additional Bonus: Participation in UNH Manchester URC/Winter Symposium poster presentation and the submission of poster file.

Requirements for students who retake the course

If you have completed at least three credits of Internship Experience and received the course credits, you may skip the above requirements 3 and 4. That is, you will only need to submit the weekly logs and the final project report. The weekly logs and final project report will each weight 50% toward your final grade.

Otherwise, you will need to complete all of the above requirements.

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. Otherwise, a zero grade will be given for the class meeting.
If a student is more than 5 minutes late for a class, there will be 50% point deduction for the participation grade of this class.

Progress Presentation
You will give a progress presentation in each class meeting. If you have completed the internship work before the semester ends, the presentation is still required. If you are not able to attend a class

meeting, you will need to arrange a meeting with the instructor to present your internship progress or record your presentation to be shown in the class. Otherwise, a zero grade will be given for the progress presentation. See Appendix C for details of the format.

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 course.

Appendix A: Weekly Log Format Requirements:

For <u>each week</u> that you have worked, you need to submit a separate weekly log file that contains the following information:

1. A title section that includes the following information:

Student's Name:
WEEKLY Log #: (counting from the first log entry)
From: ??? To: ??? (specify the dates that this weekly report covers)
Today's Date: ???
Name of Agency: e.g. Manchester School District
Number of Hours Worked <u>This Week</u>: e.g. 15
Cumulative Hours to Date: e.g. 70

2. The internship activities during the week which include:

    - Activities you have completed.
    - Activities in process.
    - Activities to be started next week.

3. Reflections. This includes your observation of the work performed during the week, as well as your reflections of how and when your current academic training and preparation, either directly or indirectly, to perform the work assigned.

Please submit each log through the same weekly log assignment submission link.
The file must be saved in PDF format.

You must submit your work log EACH WEEK (during which you have worked). Up to 50% penalty will be given if your submission is late, e.g. submit all logs at the end of the class.

Appendix B: 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, company/institution name, or the title of the research project.

2. **A Brief Executive Summary** of the Internship. A summary of the company/institution and a short account of the major activities carried out during the internship period. This section should answer the following questions: What are the full title, full mailing address, and relevant web links of the company/institution? Specify the products and services produced and offered by the company/institution. For research projects, provide the background of your research topics. (Limit to 1-1.5 pages)

3. **Details of Internship Activities**. This is the main body of your report. Questions to be answered in this section include the following.

- What CS/IT related tasks did you perform?
- What projects you were involved with?
- What kind of technologies and tools did you use?
- What kind of training or mentoring you have received?
- What are the technical difficulties and challenges you have encountered and resolved?
- How did you interact with your supervisor and co-workers, such as through daily Stand-ups, weekly meetings, etc.?

Use full sentences, instead of bullet points, to describe your work. Focus on what YOU have worked on or accomplished, rather than the technology itself. Do not include the weekly log of the internship activities, but use the log records to build your writing in a structured and organized way. You need to have minimal 4 pages (not including figures and tables) for this section.

4. **Self-assessment of the Internship Experience.** In this section 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 internship activities that you carried out are correlated with your classroom knowledge?
- How do you think the internship 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;
- Address whether the profession you learned about during this internship is of interest (why or why not). Identify professions that may be of interest as a result of this experience, and identify actions you will need to take to effectively pursue your chosen career;
- 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?
- How do you think the internship class activities such as class meetings, progress presentations, online discussions and guest speakers have helped to improve your skills, knowledge, or professional network?

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

5. **Conclusions.** This section should include a summary of key conclusions derived from the internship experience, and general observations about the sector in which your internship company/institution operates. Include your assessment of classroom meetings, progress presentation, and guest speakers. (Limit to 1 page)
6. References
7. Appendices and supplementary material (charts, graphs, pictures, etc.) This section is optional and content of high quality will be considered for up to 10% bonus.

Formatting Requirement:

The internship report should be
- between 8-12 pages (not including the title page, figures, and tables);
- Size 12 in Times New Roman font;
- Single-spaced lines;
- 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 40% deduction of the total report grade.

Appendix C: Guidelines for Internship Progress Presentation:

The presentation should be kept between 10-15 minutes. The content of the first presentation might include, but not restricted to the following:

- What is the scope of your internship placement or research project work?
- How did you find the internship? How did you decided on the research project?
- What are the responsibilities/activities of your internship? What is the goal of your research project?
- What has been completed and what is yet to be started?
- What is your reflection of the work so far? What difficulties you have encountered?
- What are the helpful information and valued lesson you'd like to share with the class?

In the later presentations you should focus on your work progress in the past weeks. You can talk about

- Some new technologies you have learned
- A lesson learned from your mistake at work
- An issue you have fixed
- Difficulties you are facing and solutions you have tried
- Some insight of your current project that relate to school work

You should prepare 5-8 slides to aid your presentation. Please keep the number of slides simple and minimum. Please present rather than reading off the slides.

You need to submit the slides after the presentation to receive full credit.