

COMP891

Internship Practice

Course Syllabus

BASIC INFORMATION

Course Information

Name: COMP 891 Internship Practice
Credits: 1-3
Term: Spring 2025 January 21 – May 5 2025
Time and Location: Friday 9:10am-noon in P301
Department/Program: Department of Applied Engineering and Sciences
Prerequisites: N/A
University requirements: N/A

Instructor Information

Name: Karen Jin
Title: Associate Professor in Dept. of Applied Engineering and Sciences
Office: Rm 139, Pandora Mill building
Zoom: <https://unh.zoom.us/j/4858446046>
Email: karen.jin@unh.edu
Emails are typically responded within 48 hours during business days.
Phone number: (603) 641-4398
Office Hours: Wednesdays 4-5pm and Fridays noon-3pm.
Available in person or over Zoom. Email to make appointments.

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. May be repeated up to 6 credits.

STUDENT LEARNING OUTCOME

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

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. The minimal number of onsite work hours required is based on the number of credits registered for the course:

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

This requires that you:

- Contact UNHM CaPS office and/or your faculty advisor to review placement options and procedures.
- Conduct a search through job sites, career fairs and your professional network, etc.
- Interview with internship sponsors.
- After an internship offer is made and accepted, contact 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 and Summary

- 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 guidelines for the presentation and summary submission.

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 full class Zoom meetings this semester on the following dates:

January 31, February 28, March 28, and May 2

There may be additional 1-on-1 meeting with the instructor as needed. Time TBA.

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 (of each work week) during your internship **(20%)**
 2. Final project report **(25%)**
 3. In-class progress presentations and submission of slide decks and summary for the presentation. **(20%)**
 4. Class Participation. **(35%)**
 - a. Attendance at scheduled class meetings
 - b. Request to join in UNHM COMPTECH online LinkedIn group
<https://www.linkedin.com/groups/4485737/>
 - c. Participation of all class discussions, peer meetups and group activities
- To earn a B- grade in the course, you need to complete the required number of hours as recorded in weekly work logs AND earn at least 75% for your final report grade.
 - 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 Winter Symposium poster presentation and the submission of a poster file.

You will need to complete the all the course requirements even if you are retaking this course.

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 miss a scheduled meeting have the responsibility to email instructor about the circumstances for missing the meeting within a week of the absence.

Expectations regarding assignment deadlines, late, or missing work

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 of an homework or project artifact 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: Weekly Log Format Requirements:

For each week 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 This Week: e.g. 15

Cumulative Hours to Date: e.g. 70

2. The internship activities during the week which include:

- Activities you have completed. Must list details of tasks.
- Activities in process. Must list details of tasks.
- 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.

The grading is based on the punctuation of your log submission as well as the format and the content of the log. 10% deduction for each late log submission. Up to 50% deduction for submitting logs in bulk that includes more than two weeks of work.

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, the title of the internship project.

2. **A Project 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. 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 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.

Formatting Requirement:

The 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.

Generative AI tools e.g., ChatGPT, are **NOT** permitted.

The report should be saved in PDF format for submission.

Grading criteria: 70% content; 30% basic grammar, mechanics and 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.

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, 603-862-2930/1527 TTY) or to the UNH Manchester/CPS Title IX Deputy Intake Coordinator (Lisa Enright, 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 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.

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** to find information: 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>.