

COMP690 M1

Internship Practice

Course Syllabus

BASIC INFORMATION

Course Information

Name: COMP 690 Internship Practice
Credits: 4
Term: Summer 2025 May 19, 2025 - Aug 08, 2025
Time and Location: Tuesday 1:10pm-4pm. Online
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
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Phone number: (603) 641-4398
Office Hours: Available in person or virtually over Microsoft Teams.
Please email to make appointments.

COURSE DESCRIPTION

The Internship Practice 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 workplace supervisor and a faculty advisor, the student is expected to contribute to the computing products, processes, or services of the organization. May be repeated for a maximum of 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

Internship Work Hours

Students need to complete the minimal 150 hours of onsite work, OR the completion of an applied research project with the same minimal hours.

Placement

Students have two placement options:

Internship Work Option

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.

Applied Research Option

If you are employed in the field, instead of internship work hours you are required to conduct applied research in IT. The project should meet specific IT needs to be identified by the organization where you work or another sponsoring organization. This requires that you:

- Propose project ideas, e.g. research projects. The scope of the project may or may not directly relate to your current job assignment.
- Meet with your potential workplace supervisor to discuss the project's goal and objectives, and ask for their approval to supervise your project;
- Meet with the faculty advisor to finalize the project's scope, content, development plan, and expected outcomes;
- Complete the minimum number of work hours on your project based on the number of credits you register for the course. Seek feedback from your supervisor during the project.

The academic work hours for the applied research project may not involve one's regular work hours on-site or be compensated unless the company or site supervisor agrees to do so.

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 meetings this semester on the following dates:

May 27, June 17, July 8, and July 29

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.

You need to complete the 150 hours of work hours to pass the course.

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 your internship project, including its objectives, duration, and key outcomes. Use full sentences, instead of bullet points, in your writing.

You need to have **minimal 500 words** 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?

Include also your reflection on the internship experiences:

- How do you think the project will influence your future career plans?
- What was learned and how it will be applied to your professional career goals?
- What are the 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 about your experience?
- What have you learned through the internship class activities.

Use full sentences, instead of bullet points, in your writing. You need to have **minimal 2000 words** for this section.

Formatting Requirement:

The report should be

- in **Single-spaced lines**.
- 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 word count requirement 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 Zaryckyj, Bo.Zaryckyj@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

