

COMP891: Internship Practice

BASIC COURSE INFORMATION

- Semester: Fall 2025
- Credits: 1-3
- Section: M1
Friday 9:10am-noon in PANDRA 126
- Department: Applied Engineering and Sciences

INSTRUCTOR INFORMATION

Karen Jin, Associate Professor of Computer Science

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Office: P139

How to get in touch with course instructor

- Drop-in hours for help session
Section M1: See schedule on Canvas
- By appointment, for one-on-one communication, in-person or via Teams
Make an appointment in Teams or Email

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.

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

Work Hours

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.

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 Logs:

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.
- If you choose the applied research option, you need submit a research project proposal prior to the beginning of your project. The proposal is limited to no more than 2 pages, and it should identify the content and scope of the project, a development plan with intermediate milestones, and expected outcomes. Submit your proposal in the weekly log submission portal before you submit your first weekly work log.

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.
- 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. There will be additional peer group meet-up meetings required for each student group, the meetings time and the group assignment are to be arranged.

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.

- Completion of weekly work log for the minimal required work hours. Logs must be submitted weekly (of each work week) during your internship (**20%**)
- Final project report (**25%**)
- In-class progress presentations and submission of slide decks and summary for the presentation. (**20%**)
- 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

You will receive an F grade for the course if you fail to complete the required number of hours as recorded in weekly work logs, OR you fail to earn minimal 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 UNH Manchester URC/Winter Symposium poster presentation and the submission of poster file. Please contact me for more details.

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 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.

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 request the permission to record your presentation to be shown in the class. Otherwise, a zero grade will be given for the progress presentation

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 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/Total Hours required: e.g. 70/150

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.