

# CSCI 4581/4583/6583: Internship in Computer Science Syllabus

Spring 2026

Oklahoma City University, Petree College of Arts & Sciences, Computer Science

## 1. INSTRUCTOR INFORMATION & COURSE MATERIAL

**Instructor:** Tashfeen, Ahmad (SSM 202C, [tashfeen@okcu.edu](mailto:tashfeen@okcu.edu)<sup>1</sup>).

**Office Hours:** Mondays, Wednesdays during 11:00 AM–1:30 PM or by appointment.<sup>2</sup>

**Textbook:** No text required.

**Time & Location:** During the office hours.

## 2. TENTATIVE (UPON CLASS PROGRESS) SCHEDULE

Week	Event	(%)
1		
2		
3	Meeting 1	5
4	Student-Advisor Contract	10
5		
6		
7	Meeting 2	5
8	Employer Contract	10
9		
10	Spring Break	
11	Meeting 3	5
12		
13		
14		
15	Meeting 4	5
16	Final Presentation	60

TABLE 1

## 3. GRADING CRITERIA

When accepted, work that is  $n < 3$  days late will receive no more than  $100(1 - 0.1n)\%$  of credit. That is 10% deduction for each day late. For certain assignments and tasks, late work will not be accepted. Any submission that is not easy to read will receive a zero. We highly encourage you to [typeset your homework](#).

Total t%	Grade	Total t%	Grade	Total t%	Grade
		$t \geq 93$	A	$93 > t \geq 90$	A <sup>-</sup>
$90 > t \geq 85$	B <sup>+</sup>	$85 > t \geq 82$	B	$82 > t \geq 80$	B <sup>-</sup>
$80 > t \geq 75$	C <sup>+</sup>	$75 > t \geq 72$	C	$72 > t \geq 70$	C <sup>-</sup>
$70 > t \geq 65$	D <sup>+</sup>	$65 > t \geq 62$	D	$62 > t \geq 60$	D <sup>-</sup>
$60 > t$	F				

TABLE 2. Please also see subsection 4.3.

<sup>1</sup>Prefix [XXXX1234] followed by a space to all emails sent to the instructor, e. g., “[CSCI2114] Help with Homework 7.”

<sup>2</sup>Zoom for a virtual meeting.

#### 4. POLICIES & RESOURCES

**4.1. General Academic Guidelines.** For an up-to-date version of the guidelines please visit the university [sharepoint](#), see the [OCU course schedule website](#) for the finals week schedule and visit the [online classroom](#).

**4.2. Course Requirements & Objectives.** Student will do an internship at a company and report their experience back to Oklahoma City University.

You should prepare an at-least 7 and at-most 10 slide presentation. First slide must be an introduction slide telling us who you are, what will you be presenting. Your second slide should be an outline of the presentation. Your last slide should salute the audience. Your content slides should talk about your internship experience. You may include things such as,

- How did you hear about the internship?
- How was the interview and the hiring process like?
- What was your day to day job? What did you work on?
- What courses at OCU prepared you for your internship?
- Were there any topics you wished were covered in your classes?
- Was there anything you did not like about your internship?

You'll have 13 minutes to present these slides followed by questions.

**4.3. Academic Integrity.** The cheating rule for this class is simple: *don't turn in anything you did not understand*. I don't care if you use ChatGPT, Google, ask your grandma or get help from elsewhere. I encourage you to get help and exhaust your resources. Though, if you turn in something (or answer a question with something you do not understand; can not explain) and I unsuccessfully ask you to explain your work, that will result in an *automatic F in the course* and disciplinary action will be taken. If you've been asked to demonstrate your work to the professor then you'll need to do so in his office hours or make an appointment. If you've been asked to demonstrate your work and you fail to do so, you will receive a zero in the assignment. For more, read the [Academic Honesty](#) section of the [courses' catalogue](#).

A grade of Incomplete ("I") will only be assigned in case of documented extenuating circumstances. The "I" will be removed in accordance with university policy stated in the online undergraduate catalogue.

**4.4. Religious Accommodation.** Oklahoma City University seeks to be supportive of religious observance among the members of our diverse campus community and to be as accommodating as possible. Students should discuss with their instructor at the beginning of the semester forms of religious observance (dress, fasting, specific prayer times) that may affect their full participation in the course. Students should also compare the class schedule to their own religious calendar to determine if there will be any class days in which the student expects to be absent due to the observance of a religious holiday. *Students must notify the instructor, in writing, of the expected absence within the first two weeks of the semester*. The instructor will then work with the student to develop a plan to reschedule any exams, assignments, or course activities for that day. The instructor, at his/her own discretion, will make reasonable accommodations wherever possible. Students should recognize that there may be some course aspects that cannot be rescheduled or accommodated, and it will therefore rest upon the student to determine whether they wish to remain enrolled in the course or have their grade potentially affected.

**4.5. Mission Statement.** The Petree College of Arts and Sciences provides a supportive, student-centered learning environment. Through an interdisciplinary curriculum that promotes active learning and individualized instruction, students are encouraged to think broadly, to find their passion, to collaborate with others, and to connect with the broader community.