

COMPUTER SCIENCE 4940 SECTION 88 SYLLABUS

Fall 2010 – 3 CREDIT HOURS

TITLE. Internship in Information Technology

DESCRIPTION and OBJECTIVES. This is a work/study course in Information Technology. Students work in an appropriate position and on an appropriate project in information technology for an assigned employer. The information technology internship is the concluding requirement for the Internet and Web Technology and Database Administration concentrations. Each student completes an internship of supervised, on-the-job work experience. This course has been designed to provide students with valuable educational experiences as they perform meaningful work assignments in host organizations. Students serve this internship in an organization in their area of career goals and interests. As interns, students will be involved in specific, short-term projects or assignments of a professional nature. Approval of the internship coordinator/instructor **must** be obtained before a student can enroll in this course. Students who enroll in the course **should** have demonstrated a competency in all areas of information technology, but particularly in database management and Web design. Those with below-average grades in courses that cover these areas may be excluded from this course. Interns are expected **to work a minimum of nine hours per week** on their internship excluding holidays and Fall Break. Internship placement and work assignments are to be monitored and evaluated by the internship coordinator. The internship assignments and activities performed by the intern must be well documented. **Daily logs** of internship activities must be prepared by the student on a continuous basis. Copies of daily logs must be submitted to the internship coordinator/instructor **every two weeks** during the semester. The intern must abide by the rules and procedures of the host organization. The student is required to submit a **comprehensive final report that is at least ten double-spaced pages in length** on specific activities/projects accompanied by the Final Performance Appraisal from the work supervisor. The report is due to the internship coordinator on the first day of final examinations.

CLASS INFORMATION

Class Time and Place	By appointment
Instructor's Office Location and Phone Number	Claxton 302B, 931-221-7846
Instructor's Email	smithfieldn@apsu.edu
Instructor's Web Page	http://www1.apsu.edu/smithfieldn
Instructor's Name	Mrs. N. Smithfield

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INSTRUCTOR'S OFFICE HOURS

11:00 - 11:30am and 12:30-1:30am on Tuesday and Thursday; 10:00a.m. -11:00a.m. on Monday, Wednesday, and Friday in Claxton 302B. Other hours by appointment.
Other office hours are available by appointment

TEXTBOOK and EXAMINATIONS. No textbook and no examinations will be given.

PROJECT EVALUATION. Each student is evaluated with reference to all requirements and phases.

- **performance of assigned duties and responsibilities of the internship**
- **maintenance of daily logs**
- **performance appraisals (mid-term and final) from the work supervisor**
- **presentation of a final report**

GRADING: Requirements for all phases must be fulfilled in order to receive a final grade. Each student must remain active during the duration of the internship and must fulfill the designated responsibilities of the internship. Students who do not turn in their daily log reports at least once every two weeks or their final report by the first day of final examinations will have a minimum of at least 1 letter grade deduction from their final grade.

MID-TERM EVALUATION. The purpose of the mid-term evaluation (from the work supervisor) is aimed at assessing whether the field placement is on track in providing appropriate and adequate learning experiences to enable the intern to accomplish the practicum objectives. Mid-term evaluations are also designed to determine whether or not the intern is responding adequately to learning and task assignments so that early adjustments or re-assignments can be made when necessary. Thus, the mid-term evaluation is primarily as a means for structuring subsequent learning experiences around the students needs and career interests. The mid-term evaluation form is basically in narrative form to spell out specific learning and task assignments the student has carried out, how the intern performed on each assignment, and the specific plans for future assignments. It will be the responsibility of the intern to see that the work supervisor sends the mid-term evaluation (**duly signed by the work supervisor and the intern**) to the internship coordinator. After receiving the mid-term evaluation, the internship coordinator will contact the work supervisor to discuss the mid-term evaluation. Subsequently, the student will set up a meeting with the internship coordinator to discuss the mid-term evaluation report. Thus, the work supervisor and the student should meet to complete the mid-term evaluation (mid-term evaluation form will be provided by the internship coordinator) prior to meeting with the internship coordinator. The work supervisor will indicate **S** for satisfactory performance and **U** of unsatisfactory performance in the mid-term evaluation. When an **unsatisfactory** (U) grade is recommended (by the work supervisor) in the mid-term evaluation, the work supervisor should provide an explanation and suggested remedial steps.

FINAL PERFORMANCE APPRAISAL. The work supervisor will evaluate the intern after he/she completes required clock hours and assignments using the **Performance Appraisal Report (PAR)**. The PAR will be filled out by the work supervisor in conjunction with the intern. The work supervisor and student must sign the **PAR** before it is formally transmitted to the internship coordinator. (A blank PAR will be supplied by the internship coordinator). The work supervisor will indicate **S** for satisfactory performance and **U** of unsatisfactory performance in the Final Performance Appraisal. When an **unsatisfactory** (U) grade is recommended (by the work supervisor), the work supervisor should provide adequate reasons so that the internship coordinator can make the appropriate and fair determination of the final grade for the student.

PRESENTATION OF FINAL REPORT. The final ten page report is due on the first day of final exams. By the last day of classes a presentation time during final exam week must be scheduled with the internship coordinator to go over the final report and discuss the internship. The final report must include information such as:

- a description of project(s) assigned and/or completed
- explanation of specific activities that were done for the project(s)
- sample code and/or documentation on design
- problems encountered and solutions(if found) to the problems
- suggestions for future enhancements for the project(s)

Screen shots and data may be included but will count no more than 3 of the 10 pages.

STUDENTS WITH DISABILITIES. Any student who has a condition that may affect his/her academic performance is encouraged to make an appointment with me or with the coordinator of disability issues telephone 931-221-6230, to discuss this matter.

MINORS ON CAMPUS. According to APSU policy #3:032, minors (defined as those under the age of 18) are not allowed in classrooms. While I recognize that extenuating circumstances occur and make it difficult for some students to attend without bringing children with them on occasion, I must enforce University policy and thus will deny any request for a child in my classroom. You should also be aware that minors are not allowed in academic labs, computer labs, science labs, or the library. Further, children cannot be left in halls outside classrooms. Please be aware that the policy on unattended minors is for the purpose of ensuring that our classrooms are conducive to learning and for the safety and protection of minors. For additional information on minors on campus, contact the Office of Student Affairs in the Morgan University Center.

CAVEAT. The above procedures are subject to change in the event of extenuating circumstances.