University of Maine School of Computing and Information Science

 **Internship Course Syllabus**

(3 credits)

Note: These guidelines may be used currently for either a formal internship course or for an independent study course where a formal internship course does not yet exist within the academic program.

# Course Description:

Utilization of knowledge gained from one or more programs within the School of Computing and Information Science within a business or government organization and acquisition of practical training. Prerequisite: successful completion of nine credits of required courses in the program at the graduate level or fifteen credits in program courses at the undergraduate level (COS or NMD), Cr. 3.

# Course Goals and Objectives:

A basic premise for this course is that career-related work experiences during college benefit students by allowing them to gain comfort and confidence in job performance and job search skills, explore compatibility with specific careers and companies, and become more mature professionally. Host companies and agencies with a need for computing expertise gain by acquiring access to short-term high-level skills and are able to explore at little risk whether they might have matches with potential employees.

Goals for this course include:

(1) Provide students with an opportunity to apply knowledge gained through their undergraduate or graduate information system studies in a real-world working environment

(2) Provide practical learning experiences in professional settings to students that are concentrating in a germane academic program within the School

# Expected Outcomes:

Students completing a computing internship will have:

1. increased experience in accomplishing practical computing tasks,
2. improved skills and maturity in performing within professional work environments, and
3. achieved specific learning objectives agreed upon between the student, academic adviser, and hosting organization.

# Expectation of Students:

A three-credit internship program must incorporate a minimum of 200 hours of work in a supervised position that involves information systems or related computing project development, support, administration, or maintenance.

The internship course may be taken for credit only once and only for 3 credits. A second internship for credit may be an option by special petition and if the second experience will be substantially different from the first.

The term *hosting organization* as used above and throughout the remainder of this document is intended to mean any private company, government agency, or non-profit organization approved as appropriate by the faculty advisor and the head of program to host a computing program student intern.

# Faculty Information

Primary Contact: Professor Harlan J. Onsrud, Director SCIS, 581-2175, 340 Boardman Hall

harlan.onsrud@maine.edu

Another faculty member in the School will typically serve as direct Faculty Adviser depending on the academic program of the student and the nature of the specific internship.

# Grading, Class Policies and Course Expectations

Grades in this course will be based on the quality and completion of all requirements listed on the syllabus that may be reasonably altered at the discretion of the instructor as the course progresses. Students are expected to exhibit high quality work that demonstrates sound understanding of concepts and their complexity. Your written work should reflect professional quality in spelling, grammar and composition. Your on-the-job performance will be assessed by a hosting organization intern supervisor through the evaluation form in Attachment B. Earning an “A” represents oral and written work that is of exceptionally high quality and demonstrates superb understanding of the course material. A “B” grade represents oral and written work that is of good quality and demonstrates a sound understanding of course material. A “C” grade represents a minimally adequate completion of assignments and participation demonstrating a limited understanding of course material.

***Important Class Notices***

[Academic Honesty Statement](#honesty)
[Student Accessibility Services Statement](#disability)
[Nondiscrimination Notice](#nondiscrm)
[UMaine Student Code of Conduct](#code)
[Classroom Civility](#civility)
[Sexual Discrimination Reporting](#sexdiscrm)
[Course Schedule Disclaimer](#disclaimer)
[Contingency Plans in the Event of an Epidemic](#epidemic)
[Copyright Notice for Materials Accessible through this Website](#copyright)

***Course Requirements:*** To successfully complete an internship course for credit you must:

1. **first** **complete at least 9 credits of required courses in your academic program if a grad student or 15 credits of required courses if an undergraduate student**

You may ­not enter into an internship program relationship with a hosting organization for course credit until you have successfully completed these minimums of required courses. No credit is given for previous experience or activities.

2. **obtain an internship position with an external organization**

While the SCIS or a school program will attempt to facilitate placements, the responsibility for seeking and arranging an internship with a hosting organization is with the student. The School maintains a web-based news service for businesses and agencies allowing them to describe positions for which they are seeking interns but students should seek also internships from farther afield.

3. **complete the *Information Systems Internship Work Plan*** (see Attachment A below)

This plan must be completed, approved and signed by the Hosting Organization Internship Supervisor and the Academic Internship Supervisor in consultation with the Director of SCIS. Enrollment is not approved until the Internship Work Plan with all required signatures is on file in the student’s official file in the academic program office. No work hours can count towards meeting the internship requirement before this date of formal filing.

4. **enroll in a formally approved Internship course in the School or in a special topics course in the event that no formal internship course yet applies to your academic program**

Normally formal internship courses are offered every semester as well as in the summer. Enroll for 3 credits as approved in your Internship Work Plan. If no special internship course has been approved and you are enrolling in an independent studies course, the title might be *COS 480 Topics in Computer Science: Internship* or *NMD 490 Independent Study in New Media: Internship*.

5. **during your internship keep a *Daily Job Diary* and prepare a final *Internship Activity Report* of about your experiences**

The *Daily Job Diary* should include a few sentences each day describing generally (a) what you did that day, (b) on what project(s) you worked, (c) number of hours on each project, (d) problems encountered, (e) teamwork activities with other company personnel, (f) progress made, (g) meetings and (h) any solutions achieved or conclusions reached. It may be best to track this information in table or spreadsheet form. You should omit personal or company sensitive information. The diary is primarily for your own benefit in preparing the final Internship Activity Report but is used also as evidence in confirming the minimum number of hours on-the-job. Although it will not be circulated to peers, *it must be delivered to the Academic Internship Supervisor along with the final report*.

The final *Internship Activity Report* must be no less than 2,000 words nor more than 6,000 words and must include at a minimum the following sections:

* Title Page: this should include the title “Internship Activity Report of <student name>” In the center of the page include (a) the name and email of the student, (b) name, address and email of the hosting organization, (c) name and email of the Hosting Organization Internship Supervisor, (d) number and name of the UMaine 3-credit internship or special topics course being utilized for the internship, and (d) word count for the report
* Introduction and Background
* List or Summary of Responsibilities, Projects and Tasks
* Lessons Learned: in addition to other lessons learned include in this section an assessment of the relevance of your academic computing program background in preparing you for the internship

Both the *Daily Job Diary* and the *Internship Activity Report* are due by email to both the *Academic Internship Supervisor* and the *Director of SCIS* by 8:00 pm on the Friday before final exam week. Late submissions may result in reductions in the course grade.

6. **prepare, schedule and present a talk on your internship experiences during final exam week**

We will attempt to schedule all internship talks during a single session to which the general university community may be invited. Plan for a 15 to 20-minute talk.

6. **prepare and deliver a 3 to 4-minute video that encapsulates your internship experience a talk on your internship experiences during final exam week**

Several past examples of such student experiences are posted in the Schools YouTube channel and linked from the web site.

The slides from your oral presentation, your final Internship Activity Report and your video will be archived at the option of SCIS and your academic program on the School website for the world to see. Thus, please ensure that your products reflect high professional quality.

**ATTACHMENT A**

**University of Maine Computing Internship Work Plan**

for

Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Company, Agency or Non-Profit Organization Computing Internship Supervisor,

Student interns are viewed favorably by employers because such students typically are career focused, bring with them enthusiasm and current industry knowledge, appreciate the course credit benefits gained above and beyond normal company benefits, and are under pressure to perform well since they are being formally assessed both by their hosting company and the university.

Student internship programs are expected to serve broader goals than merely practical working experience. The Computing Internship program must engage the student in one or more of the following: information systems, computing or media project ***development***, information systems, software, computing or media project ***support***, information systems, computing or media project ***administration***, information systems ***maintenance***. Exposure to a range of germane information systems, computing and media project experiences is highly desirable.

This student is applying for a 3-credit internship program involving a minimum of 200 work hours. Briefly describe the position and activities in which the student intern will be engaged.

Further, the individualized work plan for the student should set forth ***three or more major learning objectives*** to be achieved by the student while participating in the internship experience.

For this student, major learning objectives to be accomplished during the internship period include:

1.

2.

3.

4.

(Note: The above learning objectives should be drafted by the Company Internship Supervisor in consultation with the student and are subject to approval by the Academic Internship Supervisor in consultation with the School of Computing and Information Science Director. The learning objectives must be measurable. Example: “The student will perform the tasks to set up a server” is far preferable to “The student will gain an understanding of server software.”)

Salary is a private matter negotiated between the intern and the company hosting the intern.

**Hosting Organization Commitment**

The intern hosting organization, through its Company Internship Supervisor or otherwise, is committed to providing sufficient supervision, introducing the intern to the organization and co-workers, assigning challenging projects and tasks, providing the intern with information on safety as well as harassment, dress, conduct and other company policies, familiarizing the intern with the extent of their job authority and decision-making capabilities, planning for and implementing training as appropriate, and engaging in weekly meetings with the intern to stay up-to-date with the intern’s progress. The intern hosting organization is also committed to evaluating the student using a standard form at the completion of the requisite number of hours.

REQUIRED SIGNATURES:

 **Hosting Organization**

 **Internship Supervisor**

 **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (acting for the Hosting Organization)

 Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City and State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Student Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Academic**

 **Internship Supervisor**

 **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Director**

 **SCIS**

 **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please attached the signed instructor waiver form for advising an ***Independent Study Course Approval Form*** without compensation found at https://umaine.edu/las/faculty-resources/financial/

 **ATTACHMENT B**

**Intern Evaluation Form**

to be completed by

**Hosting Organization Supervisor**

***To the Student:*** Complete the top portion of this page and fill in the Learning Objectives in the table at the bottom of the page as drawn from *Attachment A*. Take the form to your Hosting Organization Internship Supervisor at the end of the semester. Ensure that the form is returned to the Academic Internship Advisor no later than Friday of the week before final examination week in the semester in which you enrolled for the course.

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester (circle one): Fall, Summer, Spring Year:\_\_\_\_\_\_\_\_\_\_

Name of Internship Hosting Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Internship Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***To the Hosting Organization Internship Supervisor:*** This is a request for you to complete your evaluation of the student named above for the student's work this past academic term as an intern with your company, agency or non-profit organization. Please forward this evaluation directly to both the Director of SCIS and the Academic Internship Supervisor as listed below (a) by email or (b) by U.S. Mail in a sealed envelope.

***1. Director, School of Computing and Information Science***

Professor Harlan Onsrud

5711 Boardman Hall, Rm 340

University of Maine, Orono, ME 04473-5711

E-mail: harlan.onsrud@maine.edu

Phone: 207-581-2175

**2. Academic Internship Supervisor**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5711 Boardman Hall, Rm \_\_\_\_

University of Maine, Orono, ME 04473-5711

Orono, ME 04473-5711

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In support of the learning process, our School policy is to distribute faculty and external supervisor evaluations to the student at the completion of the course.

**Rating Scale for Learning Objectives**

The learning objectives agreed upon for this intern at the outset of the internship relationship are listed below. Please indicate the extent to which the learning objectives were achieved where:

5 = objective met completely

4 = objective met mostly

3 = objective met with significant progress

2 = objective met at minimal level

1 = objective not met at any level

|  |  |
| --- | --- |
| **Score**  | **Learning Objectives** (fill in from the Work Plan on Attachment A)  |
|  | 1.  |
|  | 2.  |
|  | 3.  |
|  | 4.  |
|  | 5.  |

**Rating Scale for Evaluation Criteria**

Please evaluate the student using a 1 to 5 scale where 5 is the highest score and 1 is the lowest score.

5 = outstanding

4 = above average

3 = satisfactory

2 = needs improvement

1 = unsatisfactory

|  |  |
| --- | --- |
| **Score** | **Evaluation Criteria** |
|  | Quality of work (accurate and thorough) |
|  | Quantity of work (met goals set by department) |
|  | Use of time (efficient/effective use of time to complete tasks) |
|  | Initiative (ability to work independently) |
|  | Written Communication skills |
|  | Verbal Communication skills |
|  | Grasp of subject (understanding of applicable standards and procedures) |
|  | Ability to apply classroom experience to real time projects |
|  | Creativity |
|  | Job judgment (ability to make appropriate work related decisions) |
|  | Interpersonal relations/teamwork (effectiveness in working with peers and supervisors) |
|  | Adaptability (ability to alter activities to accommodate change) |
|  | Dependability  |
|  | Punctuality |
|  | Attendance |
|  | Problem solving/critical thinking skills |
|  | Overall rating of this student’s performance |

Strengths of the intern:

Areas for improvement:

What do you think the student gained from the internship?

Hosting Organization

 Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City and State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THANK YOU FOR SUPPORTING THIS INTERN AND OUR ACADEMIC PROGRAM!