

Internship Program Syllabus | CS 6945: 1 Credit Hour

COURSE DESCRIPTION:

The Internship Program (IP) is designed for graduate students interested in receiving academic credit for their internship. The assignments are constructed to help students think intentionally about their internship experience and objectives, and how the internship will enrich students' studies.

COURSE OBJECTIVES:

Students will:

- Obtain on-the-job experience related to student's academic goal and growth
- Establish specific learning objectives and goals for the internship
- Receive written feedback and evaluation from the supervisor in an internship
- Summarize and evaluate the internship experience
- Identify next steps or actions to move forward in the academic development and growth

STUDENT CODE:

Students are expected to abide by the University's Student Code of Rights and Responsibilities, which specifies proscribed conduct that involves cheating on tests, plagiarism, and/or collusion, as well as fraud, theft, etc. Students should read the Code carefully (<http://www.regulations.utah.edu/academics/6-400.html>) and know they are responsible for the content.

ACCOMMODATIONS:

The University of Utah seeks to provide equal access to its programs, services and activities for people with disabilities. If you will need accommodations in the class, reasonable prior notice needs to be given to the Center for Disability Services, 162 Olpin Union Building, 801-581-5020. CDS will work with you and the instructor to make arrangements for accommodations. All written information in this course can be made available in alternative format with prior notification to the Center for Disability Services.

ASSIGNMENT SUBMISSION:

All written assignments for this course will be submitted electronically via Canvas. Students can access computers at the Marriott Library, Union, and other labs across campus. You are responsible for making sure your assignments, including attachments, are received before the deadline.

- Unless otherwise noted, written assignments should be 1-2 pages, single-spaced, 12 point font

COMPLETION GUIDELINES:

The duration of this internship program is 12-weeks (exception can be made depending on the specific internship opportunity and approval is needed from the department). You will agree to the start and end dates of your 12-week course with your graduate advisor when you meet to complete the Learning Agreement. To complete on-time you will need to finish all requirements within that time period. If the internship and corresponding coursework is not completed, an automatic grade of "No-Credit" will be assigned following the due date.

ASSIGNMENT DESCRIPTIONS:

After you have met with your graduate advisor and registered for CS 6945 credit, then submit the following assignments by uploading them through Canvas. Assignments should be 1-2 pages (unless otherwise noted), typewritten, spelled correctly, and of college quality. At the top of each assignment include the date, your name, and the assignment week # (1-13) and topic.

Internship Program Syllabus | CS 6945: 1 Credit Hour

Week #1

EMPLOYER SUPERVISOR APPROVAL OF OBJECTIVES:

Submit to canvas a scanned copy of the final, signed version of your high-level learning objectives, approved by your employer supervisor.

EMPLOYER and INTERNSHIP PROFILE (1-2 pages):

Give the name of your company and your title. Describe your organization/employer. Describe the size and scope of your company, the product or service. The scope of your internship.

Week #2 - No assignment due this week

Week #3

LEARNING OBJECTIVE and INTERSHIP PROJECT (2 pages):

Describe more details regarding your learning objective for the internship, and how you met or are working on one of your three objectives established at the outset of your internship and analyze your progress toward its completion.

- Articulate how this learning objective is relevant to your major
- Provide an overview to describe your internship project

Week #4 - No assignment due this week

Week #5 - No assignment due this week

Week #6 - No assignment due this week

Week #7 -

Mid-Term Report (2 pages):

Describe the progress you have made for your internship project. Identify how your activities so far have progressed towards meeting your internship objectives. Discuss any improvements or adjustment to be made that you think will be useful towards the second half of your internship.

Week #8 - No assignment due this week

Week #9 - No assignment due this week

Week #10 - No assignment due this week

Week #11 - No assignment due this week

Internship Program Syllabus | CS 6945: 1 Credit Hour

Week #12

SUPERVISOR FINAL EVALUATION:

Have your employment supervisor provide a short evaluation statement of your internship. Meet with him/her to discuss the evaluation. Submit the signed evaluation to canvas.

Week #13

FINAL PAPER (2-4 pages):

In the final paper, you will be discussing your accomplishments and analyzing your experience from the perspective of the conclusion of the internship. Include:

Part 1 - As an introduction, describe how you got your position and what you do. Include your title, name of your organization, and a brief description of it.

Part 2 - Summarize your internship project and analyze what you have learned during the internship. For example:

- How your internship has helped towards meeting your academic objective?
- What is your project and what have you accomplished?

Part 3 - Reflect on your internship experience and think about how it will have an impact on your future studies by addressing:

- Now that the internship is complete, what would you have done differently?
- How does the internship experience fit into your academic growth and goals?

Internship Program Syllabus | CS 6945: 1 Credit Hour

Time Table

Set Up	Assignments	Notes
Week 1	Learning objectives approved by internship supervisor, employer profile.	Submit both to canvas
Week 2		
Week 3	Detailed learning objectives and internship project description due	Submit to canvas
Week 4		
Week 5		
Week 6		
Week 7	Mid-term report is due	Submit to canvas
Week 8		
Week 9		
Week 10		
Week 11		
Week 12	Supervisor final evaluation statement is due	Submit a scanned version with his/her signature and contact information to canvas
Week 13	Final paper is due	Submit to canvas