PREREQUISITE: Advanced standing as a major or minor in computer science or computer information systems, at least three advanced hours of computer science, overall grade point average of 2.5 or higher, computer science grade-point average of 2.5 or higher, and consent of the CSC 385 course supervisor.

CLASS INFO: Meetings with course instructor to submit required grading components.
Location: McKibben 304A

OFFICE HOURS: 10:30 a.m. – 12:00 p.m. Monday - Thursday
I will gladly make appointments for other times.

COURSE DESCRIPTION: Supervised on-the-job training in one or more facets of the field of computer science. May not be used to satisfy computer science requirements for a computer science or computer information systems major, or any minor in the Department of Computer Science. May be repeated to a total of three hours credit. Pass or Fail.

COURSE INTENT: To encourage majors and minors to obtain employment, and therefore experience, in computing while working toward their college degree, thereby improving their learning experiences and capabilities for performing as computing professionals.

RECOMMENDED TEXTS: None.

REQUIRED ITEMS: None.

GRADING COMPONENTS: Supervisor Evaluation.
Oral Presentation.
Written Report.

EDUCATIONAL OBJECTIVES: Upon successful completion of the course, students should be able to:
1. Engage in supervised on-the-job training in one or more facets of the field of computer science.
2. Interact with full-time computing professionals at managerial, journeyman, and entry levels, in the employer's environment.
3. Establish a professional relationship with the employer that may lead to a full-time professional position.
4. From the employing supervisor, receive a managerial appraisal of performance that becomes a part of the official record of the internship course completion; a form for this purpose is provided to the employing supervisor.
5. At the end of the internship period, develop a written report describing the duties performed, learning experiences, hours worked, and suggestions for improving the handling of the course.

CONTENT: This is not a classroom course, but an experiential course that involves the following responsibilities.
SUMMARY OF CSC 385 (INTERNSHIP) STUDENT REQUIREMENTS
Fall 2017

1. Obtain employment in a position that involves direct work relevant to the field of computing approved by the internship director.
2. Complete an application, and submit it with a copy of your transcripts to internship director prior to registration and prior to the time you are performing work for which you wish to receive internship credit.
3. Register for CSC 385 only if your application and position have been approved.
4. Perform duties of position as required by company.
5. Before dead week present a brief written report to the internship director, describing the duties performed, learning experiences, hours worked, and suggestions for improving the handling of the course. An oral presentation before the computer science club or another selected group is also usually required.
6. Ask your work supervisor to complete the attached performance appraisal form and return it with a cover letter of recommendation by mail to the internship director.

GENERAL INFORMATION ABOUT CSC 385

1. The working hours / credit hours relationship depends upon the type of position and the number of hours worked per week. Ordinarily, at least 300 working hours during the summer or a long term yield three credit hours; 200 hours would yield two credit hours; and 100 hours yields one credit hour. Deviations in the working hour-credit relationship must be approved in advance by the internship director.
2. Failure of CSC 385 during a semester should disqualify the student from further enrollment in the course.

PROGRAM LEARNING OUTCOMES:
Program learning outcomes define the knowledge, skills, and abilities students are expected to demonstrate upon completion of an academic program. These learning outcomes are regularly assessed to determine student learning and to evaluate overall program effectiveness.

- Students majoring in the Department of Computer Science may access program learning outcomes at http://cs.sfasu.edu/cs/plo/

CLASS INFORMATION AND POLICIES
Department of Computer Science, Mckibben 304, 468-2508

Attendance: Attendance and performance of assigned duties is required.

Examination Policy: There are no exams in this class.

Assignment Policy: All assignments must be completed in order to pass the class.

Drop Policy (Univ.): The official university add/drop policy is located at: http://www.sfasu.edu/policies/add_drop.asp. If you have questions concerning registration, add/drop or the withdraw process, contact the Registrar at (936) 468-2501 or E-mail: REGISTRAR@SFASU.EDU. The Registrar is located on the 2nd floor of the Rusk building.

Special Accommodation Requests: To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/ Students with special accommodation requests have the responsibility to immediately initiate a meeting with the instructor to discuss how the special accommodations will be provided. Students who are aware of these special needs at the beginning of the semester must inform the instructor in person before the twelfth class day about any class activity, which will require special accommodations.

Academic Integrity (A-9.1): Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism. Please read the complete policy at
http://www.sfasu.edu/policies/academic_integrity.asp

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit. All instances of academic dishonesty will be reported to Office of the Dean of the student’s major. This report shall be made part of the student’s record and shall remain on file with the Dean’s office for at least four years. Instances of academic dishonesty may also be reported to the University Committee on Academic Integrity. A student who wishes to appeal decisions related to academic integrity follows procedures outlined in University policy A-2.

A course grade of F may be assigned depending on the situation.

**Withheld Grades Semester Grades Policy (A-54):** Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

**Acceptable Student Behavior:** Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.