CSC 385: INTERNSHIP IN COMPUTER SCIENCE

Elizabeth Hutchison
312H Cole STEM Building
36 hours
College of Sciences and Mathematics
936-468-2508
ehutchison@sfasu.edu

An important note about my contact information. My name is very often spelled incorrectly. When trying to contact me via email this can mean the difference between me getting the message and your message floating endlessly in hyper space. Please be sure you double check the spelling when sending me messages. My last name, Hutchison, only has one letter n and it is at the end of my name.

Office Hours (online):

Tuesdays through Thursdays from 11:20 to 12:40.

The office hours above are just a starting point. I am often online and I am frequently available outside these hours, including evenings. You may email me at any time. I will gladly make appointments for other times (either online or in person).

Any changes to office hours will be posted on BRIGHTSPACE BY D2L in the Course News Announcements.

Class meeting time and place:

This is not a classroom course, but an experiential course. The internship supervisor shall determine location and hours.

Course Description

One to three semester hours. Supervised on-the-job training in one or more facets of the field of computer science.

PURPOSE OF COURSE

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.

Prerequisite:

Advanced standing as a major or minor in computer science or computer information systems or Information Technology, a C or better in least six advanced hours of computer science including 3 hours from CSC 323 or CSC 351 or CSC 353, 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. May not be used to satisfy advanced 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.

**Required Materials:** None

**Course Requirements:**

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.

**Student Responsibilities**

1. Obtain employment in a position that involves direct work relevant to the field of computing. The course supervisor will approve or disapprove the position.
2. Contact the internship director with the name and contact information of your employer and supervisor. Also include a statement with the specific type of work that you will be doing during your internship.
3. After receiving a permit from the internship director, register for CSC 385.
4. Perform duties of position as required by company.
5. Submit 4 internship logs during semester. The first log should be submitted after your first week, the others at 25%, 50% and 75% through your internship period.
6. Present a two to three page written report to the internship director, describing the duties performed, learning experiences, hours worked, benefits of internship, effects of internship on your education and future.
7. An oral presentation before the computer science club or another selected group is also required to be scheduled in coordination with the internship director.
8. Your work supervisor will be sent a performance appraisal to complete prior to the completion of your internship.

**Grading Policy:**

This is a Pass/Fail course. Course grade will be determined by successful completion of internship as determined by supervisor evaluation, an oral presentation, and a written report.

**Academic Integrity**

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.

**Definition of Academic Dishonesty**

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.

Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp

**University Drop Policy:** The official university add/drop policy is located at: [http://www.sfasu.edu/policies/course-add-drop_6.10.pdf](http://www.sfasu.edu/policies/course-add-drop_6.10.pdf). 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](mailto:REGISTRAR@SFASU.EDU)

The Registrar is located on the 2nd floor of the Rusk building.

**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.

**Students with Disabilities**

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 info, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/).

**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 iCare Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

**Computer Science Program Accreditations**

The Bachelor of Science degree with a major in Computer Science is accredited by the Computing Accreditation Commission (CAC) of ABET, Inc., [http://www.abet.org.](http://www.abet.org.) the recognized accreditor of college and university programs in applied science, computing, engineering and technology. ABET accreditation demonstrates a program's commitment to providing its students with a quality education.

**Computer Science Program Learning Outcomes & Objectives**

The computer science curriculum is designed to allow the future computer specialist to obtain a broad education coupled with detailed knowledge in computer science sufficient to lay a foundation for professional competence in the computing field. Non-specialists may also take computer science courses that will acquaint them with computing capabilities applicable to their main field of endeavor. Students majoring in the
Department of Computer Science may access program educational objectives and outcomes at http://www.sfasu.edu/academics/colleges/sciences-math/computer-science/about/accreditations

**Student Learning Outcomes:**

Upon successful completion of the CSC 385 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.