

**Syllabus: ISS472 Internship
Mathematical, Information and Computer Sciences**

Instructor:	Maria Zack, Ph.D.	
Phone Number:	849-2458	
E-mail:	mzack@pointloma.edu	
Office Number:	S222	
Office Hours:	Monday	2:00-3:00 p.m.
	Tuesday	6:00-7:00 p.m. by appointment
	Wednesday	7:00-8:30 a.m.
	Thursday	By appointment
	Friday	7:00-8:30 a.m. and 12:00-1:00 p.m.

These are the hours that I will definitely be available. You can come by my office any time and if I am free I will help you (you can also call me at home if you call **before 8:45 p.m.** 760-753-7861). I keep a sign-up sheet on my office door and you can sign up for any empty time slot (there are slots other than my office hours) if you want to be sure that the time is reserved for you. If you have a question or just want to hang out, come by my office.

Learning Outcomes:

This experience is designed to help you develop your abilities in the follow department learning outcome areas.

- Students will be able to apply their technical knowledge to solve problems.
- Students will be able to speak about their work with precision, clarity and organization.
- Students will be able to write about their work with precision, clarity and organization.
- Students will collaborate effectively in teams.
- Students will be able to gather relevant information, examine information and form a conclusion based on that information.
- Students will be able to understand and create arguments supported by quantitative evidence, and they can clearly communicate those arguments in a variety of formats.

Other Course Objectives:

An Internship is an opportunity for the student to:

- Apply skills and knowledge learned in major courses to real business situations.
- Reinforce and expand previous conceptual learning through work experience.
- Develop “networks” in the business and professional community.

Assignments (see calendar at the end for deadlines):

- Academic Internship Contract
- Weekly timesheets (must total at least 80 hours)
- Completed internship evaluation essay
- Supervisors evaluation
- Literature review on one new area of learning
- Abstract of technical topic
- Outline of paper on technical topic for Senior Seminar

Grading:

This is a pass/no pass class. In order to pass the class you must work the hours to which you have committed, work in a manner which is satisfactory to your supervisor, and turn in all of the required reports complete, on time and of a professional quality. In order to pass the class, you must receive a passing grade on all of the components.

Academic Internship Contract: You must complete an “Academic Internship Contract” and turn it in to me no later than 4:30 p.m. Friday of the second week of classes. The form is attached. The person who is to supervise you at your internship work place must sign as your on-site supervisor and I must sign as your department sponsor. Please be as precise as possible in specifying your duties as an intern and the skills you hope to develop. Your internship should not be considered valid for academic credit until I have approved and signed your completed contract.

Weekly Timesheets: Each week you need to turn in your timesheet indicating the hours that you have worked and what you did during those hours. The timesheet must be signed by your supervisor. Each weekly report covers Monday through Saturday of that week and is due by Wednesday of the following week. A sample of a completed weekly report is attached. You can bring the sheets to me on paper or send me a scanned copy (the form is attached).

Internship Evaluation Essay: This brief paper asks you to reflect on the quality of your internship, what new things you learned and how the work connects with the coursework that you have taken.

Senior Seminar Preparation: In order to earn a degree from the MICS Department, you must engage in an integrative experience (service learning, internship or research) and then write and speak about it in senior seminar. The next three assignments are to help you better prepare for senior seminar:

- Literature Review: As part of senior seminar, you will be presenting on a specific new technology or technique that you learned as part of your internship. In the first two weeks of your internship, discuss with your supervisor what technology or technique would be good for you to learn. Then ask for references. You and I will discuss the topic and what you should read. A literature review is a brief summary of each of the items that you have read.
- Paper Outline: You will be writing a paper for senior seminar on this topic so while what you have learned about the new from reading and from your internship is fresh in your mind, it is good to create an outline of the kind of paper that you would like to write.
- Paper Abstract: This is just a one to two paragraph summary of what you would like to communicate in your senior seminar paper.

Is an internship a paid position or a volunteer experience?

An internship, for academic credit, can be an unpaid or paid position. It is not the purpose of the MICS internships to grant academic credit for activities in which most students normally engage (such as holding a job or involving oneself in extracurricular activities). The purpose of this course is, rather, to provide training and experience that you could not have realized through any other means.

Required Hours and Academic Units

Your enrollment for 2 academic units corresponds with 80+hours you will devote to the internship. You may apply only hours you work during the semester for which you are receiving academic credit.

Instructor's Rights:

As your faculty sponsor, I may contact your on-site supervisor by mail, telephone, facsimile or in person for any reason I believe necessary. I also may reject any contract or report that does not meet the MICS internship standards.

Suggestions for Interns:

Do your work as if your career depended upon it. You may receive a desirable job offer from someone who is impressed by your efforts as an intern. Besides, you may wish to ask your on-site supervisor to serve as a reference later on; give him or her a lot of reasons to say good things about you!

Represent PLNU well. The San Diego-area business and professional community is still forming its impression of students and graduates of PLNU. Impressions are nothing more than memories of individual incidents that have involved our students; don't be "a weak link in the chain." Be hard working, honest, and positive!

Look for easy to make yourself valuable. Make meaningful suggestions and be willing to be a part of the implementation of those suggestions.

Be ahead of schedule in turning in contracts and reports. I may insist upon revision and, if so, the revision must be complete by the due date for that contract or report.

Class Enrollment:

It is the student's responsibility to maintain his/her class schedule. Should the need arise to drop this course (personal emergencies, poor performance, etc.), the student has the responsibility to follow through (provided the drop date meets the stated calendar deadline established by the university), not the instructor. Simply ceasing to attend this course or failing to follow through to arrange for a change of registration (drop/add) may easily result in a grade of F on the official transcript.

Academic Accommodations:

While all students are expected to meet the minimum academic standards for completion of their courses as established by the instructors, students with special needs may require academic accommodations. At Point Loma Nazarene University, students requesting academic accommodations must file documentation with the Disability Resource Center (DRC), located in the Bond Academic Center. Once the student files documentation, the Disability Resource Center contacts the student's instructors and provides written recommendations for reasonable and appropriate accommodations to meet the individual needs of the student. This policy assists the university in its commitment to full compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities (ADA) Act of 1990, and ADA Amendments Act of 2008, all of which prohibit discrimination against students with special needs and guarantees all qualified students equal access to the benefits of PLNU programs and activities. For more details see the PLNU catalog:

http://catalog.pointloma.edu/content.php?catoid=14&navoid=1089#Academic_Accommodations

Students with learning disabilities who may need accommodations should discuss options with the instructor during the first two weeks of class.

Academic Honesty:

The Point Loma Nazarene University community holds the highest standards of honesty and integrity in all aspects of university life. Any violation of the university's commitment is a serious affront to the very nature of Point Loma's mission and purpose. Violations of academic honesty include cheating, plagiarism, falsification, aiding academic dishonesty, and malicious interference. The details of PLNU's meaning of each of these words can be found in the PLNU catalog at:

http://catalog.pointloma.edu/content.php?catoid=14&navoid=1089#Academic_Honesty

A student remains responsible for the academic honesty of work submitted in PLNU courses and the consequences of academic dishonesty beyond receipt of the final grade in the class and beyond the awarding of the diploma. Ignorance of these catalog policies will not be considered a valid excuse or defense. Students may not withdraw from a course as a response to a consequence.

A student who is caught cheating on any item of work will receive a zero on that item and may receive an "F" for the semester. See the PLNU Catalog for a further explanation of the PLNU procedures for academic dishonesty

(http://catalog.pointloma.edu/content.php?catoid=14&navoid=1089#Academic_Honesty).

Copyright Protected Materials

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

Schedule of Due Dates

Academic Internship Contract signed by your supervisor	January 26, 2015
Meeting with Dr. Zack to Discuss Topic for Literature Review	February 2, 2015 (earlier if you are in Senior Seminar)
Literature Review	March 18, 2015 (earlier if you are in Senior Seminar)
Outline for Senior Seminar Paper and Abstract (this date gives me a chance to review your outline and abstract and discuss any needed modifications with you)	April 15, 2015 (earlier if you are in Senior Seminar)
Internship Evaluation Essay	May 6, 2015
Weekly Timesheets	Due Every Wednesday

Documents Attached:

- Academic Internship Contract
- Weekly Internship Report (timesheet)
- Instructions for Internship Evaluation Essay
- Instructions for your literature review

INTERNSHIP INFORMATION:

NAME OF ORGANIZATION: _____

NAME OF ON-SITE SUPERVISOR: _____
(please print)

ADDRESS: _____
Street Suite #
City State Zip Phone _____

NUMBER OF HOURS PER WEEK SPENT IN INTERNSHIP _____

CREDIT INFORMATION:

Is Internship for Credit? _____ If so, Number of Units _____

Sponsoring PLNU Department _____

Name of Faculty Sponsor _____
(please print)

NOTE: If internship is for credit, be certain registration is approved and complete.

ACADEMIC INTERNSHIP PROPOSAL

Student must complete the following Proposal in conjunction with on-site Supervisor. Due end of 2nd week of semester.

Summary Description of Internship Project:

SIGNATURES:

On-Site Supervisor: _____

Student Intern: _____

WEEKLY TIMESHEET/INTERNSHIP REPORT

Student Intern's Name: _____

PLNU I.D. Number: _____

Monday, _____ Start time: _____ End Time: _____
(month and date) Start time: _____ End time: _____

Description of duties/projects: _____

Tuesday, _____ Start time: _____ End Time: _____
(month and date) Start time: _____ End time: _____

Description of duties/projects: _____

Wednesday, _____ Start time: _____ End Time: _____
(month and date) Start time: _____ End time: _____

Description of duties/projects: _____

Thursday, _____ Start time: _____ End Time: _____
(month and date) Start time: _____ End time: _____

Description of duties/projects: _____

Friday, _____ Start time: _____ End Time: _____
(month and date) Start time: _____ End time: _____

Description of duties/projects: _____

Saturday, _____ Start time: _____ End Time: _____
(month and date) Start time: _____ End time: _____

Description of duties/projects: _____

Signatures: _____
(student) (date)

(on-site Supervisor) (date)

Department of Mathematical, Information and Computer Sciences

Internship Evaluation Essay

Your final report must be turned in by the Friday before the beginning of finals week. Please follow the outline presented here to prepare a typewritten, double-spaced narrative (in paragraphs and sentences) report. The reports should be approximately 5 pages long.

Remember to: 1) pay careful attention to grammar, punctuation, and spelling (if I find the report to be unacceptable, I will return it to you for rewriting -- even if that means assigning a grade of incomplete in the interim); 2) put your name and student I.D. number on the title page.

You do not have to limit your report to the information required in the following outline. If you wish to provide additional insights or information, please do so.

The Nature of Your Internship

- The company or organization (include address)
- Description of your duties

What You Learned

- New Skills
 - What can you do now that you could not do before the internship?
 - For at least one of these new skills provide a specific description of how you learned this skill and how you used it in your internship.
- Orientation to the work environment
 - What do you know now about interacting with peers, customers, and superiors that you did not know before the internship?
 - Describe at least one interpersonal interaction (peers, customers and superiors) where you learned something new. Would you handle a similar situation differently in the future? If yes, how would you handle it? If no, why do you think that your approach worked?
- Applicability to your future
 - How will your new skills and knowledge help you attain your career goals?

Connections to Your Academic Work

- Which classes that you took at PLNU were connected to the work you were doing?
- How were these classes connected?
 - Describe at least one specific task/project on which you worked and describe how you used specific skills and knowledge gained in your PLNU coursework.
- What do you need to study in more depth if you are to enter this field of work?

Significant Events or Experiences

- Specific situations in which you feel you handled a difficult matter well or demonstrated particular competence
- Specific people you met (both in and outside the organization) whom you now value as contacts (names, titles, and companies). How do you plan to make use of those contacts in the future?

Evaluation of Your Internship Experience

- Satisfaction with the site hosting the internship
- Satisfaction with the supervision you received
- Satisfaction with the skills and knowledge you gained

Literature Review Instructions

1. In the first two weeks of your internship, ask your supervision what technologies and techniques you should be studying to be a more effective intern. Ask your supervisor for reference recommendations.
2. Set up an appointment to discuss possible topics to research and references to review before starting your literature review.
3. Read and write the literature review.