

# CPS 465/475/485: Internship

Instructor	Ethan McGee
Office	AL 70 (3rd Floor Left Hall)
Email	<a href="mailto:emcgee@bj.edu">emcgee@bj.edu</a>
Phone	864.201.2635 (texting acceptable)
Office Hours	MWF: 12:00 - 1:00 TTh: 10:00 - 11:00
Credits	3

## Course Description

This internship is designed to be a part-time or full-time work experience totaling 40 hours per credit hour in any of the fields of information technology, which can include help desk support, network administration, desktop support, server support and website maintenance. The internship program is designed to be flexible so that the student's employer and faculty administrator can work together to provide an experience that is both educational and eye opening for the student.

## Course Context

This course addresses the following learning outcomes of the computer science major:

- CS1. Design and implement efficient solutions to problems in various domains.
- CS2. Demonstrate understanding of fundamental concepts in computer science.
- CS3. Communicate technical information effectively, including software design and requirements documents.
- CS4. Evaluate and assess software technologies for use in solving specific problems.
- CS5. Apply Biblical principles of ethics to computing.

## Course Goals

The goals of this course are to:

- Allow the student to demonstrate the ability to acquire and use new skills within their major
- Instill within the student a desire to serve Christ in their future employment
- Allow the student to gain work supervised experience prior to graduation
- Provide a platform for continued learning and development

## Assignments

**Summaries** - Summaries are bi-weekly questions students answer that provide details about their work environment. These provide a chance for student reflection on their environment and their expectations for future employment.

**Survey** - The survey is a simple overview of the company providing the internship and what the student expects their role to entail.

**Reports** - Throughout the semester four different reports are submitted, 3 by the student, one by the student's internship supervisor. The first report is a book report in which a student selects a book from a pre-approved list and applies the book to their current internship. The second is a journal of problems the student has encountered during their internship as well as how they were resolved. This journal also counts as the time log. The third report submitted by the student is the market report in which the student reports about the current and near future state of the job market in their field. The final report is an evaluation of the student's performance by their direct supervisor.

## Grading

Assignment Type	#	Points	Total Points
Summaries	6	60	300
Survey	1	20	20
Market Report	1	1	100
Book Report	1	150	150
Problem Journal	1	150	150
Summary Report	1	150	150
Evaluation	1	150	150

Grade	Minimum	Maximum
A	89.5	100
B	79.5	89.5
C	69.5	79.5
D	59.5	69.5
F	0	59.5

## Deadlines / Late Work

The instructor reserves the right to change assignment due dates as deemed necessary. Assignments are due, electronically, by 11:59 pm of the date posted in the course schedule unless otherwise noted. Assignments, unless otherwise noted, may be turned in up to 1 week after the deadline for a 25% penalty. After 1 week, the student may still submit the assignment for feedback, however, no credit will be given.

Each student is given 1 free late waiver that allows them to turn in one assignment, at their discretion, up to 1 week after the deadline with no penalty. In order to use the free late, the

student must 1) notify the professor before the deadline that they intend to use the free late, 2) describe the progress that they have made towards completion of the assignment and 3) provide an approximate date of delivery. Due to grading constraints during finals week, the professor reserves the right to shorten the late period for end of semester projects.

## Getting Help

Students struggling with an assignment or concepts in the class are encouraged to ask the instructor for assistance either:

- in class
- before / after class
- during office hours
- via email
- via Teams (I typically make myself available via Teams to answer questions M-F from 9:00 pm to 10:30 pm)

In order to maximize your opportunity to receive help and receive the best possible grade on an assignment / in the course:

- Start assignments early. This will give you more opportunities to realize you don't fully understand a concept and ask for assistance.
- Don't wait until the night before an assignment is due to ask questions. The night an assignment is due typically sees a mad rush of questions, and I answer questions in the order that I receive them. There is no guarantee that I will be able to answer your question before the submission deadline.
- Request feedback. I cannot tell you what grade I would give to your particular solution for an assignment, but I can offer comments for how your solution can be improved.

## Handbook Policies

Compliance with student handbook policies is expected during class.

## Accommodations

Students needing accommodations due to a learning disability (visual, auditory, etc.) should provide an accommodation form obtained from the Academic Resource Center as soon as possible. Accommodations cannot be given without a form provided by the Academic Resource Center.

## Academic Honesty and Integrity Policy

Cheating on assignments and tests is forbidden. All work is to be done individually unless group work is explicitly permitted. No collaboration is allowed on tests. For regular individual assignments, we expect that the submitted work represents the student's own intellectual effort, defined as follows:

1. The program was written primarily by the student. This means that most of the code (aside from starting code provided by the instructor) must have been crafted, not copied, by the student.
2. External resources used, whether electronic or from another human, must be documented as follows:
  - Code snippets copied from online resources must be documented by a comment just above the copied snippet giving the URL of the page containing the source.

- Explanatory help or advice regarding the design or implementation of the solution received from people other than the instructor must be documented in a report accompanying the assignment submission. This report must detail:
    - Source of information (e.g., name/email of the person who helped)
    - Relevance (i.e., how this resource helped and/or what it provided)
  - Note that students must not consult a solution to the assignment as a resource in crafting their own solution, nor share their own solution with another student. Doing so constitutes cheating.
3. The student must be able to explain, on demand, the entirety of the program on both the syntactic and semantic level.

Not all kinds of programming assignments require the same demonstration of personal intellectual effort. In the absence of any specific instructions, students should assume that at a minimum:

- For individual lab assignments, requirements 1 and 3 apply.
- For individual programming assignments, all three requirements apply.
- For group programming projects, only requirement 3 applies.

Failure to comply with any relevant integrity requirement constitutes cheating. Such incidents will be reported to the academic integrity committee. To avoid trouble:

- Do not look at another student's program code when seeking assistance. On the other hand, if another student is seeking help from you, never use your own program code as an example. The only acceptable reason another student may look at your code is to help you find a problem in your program.
- Do not write program code while another student (or lab assistant) is sitting with you. You may work out designs in pseudocode on paper with another student, but you must write program code by yourself.
- When seeking assistance from another person on a program assignment, always get his/her name so you can fulfill the documentation requirements.

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