

Internship for Credit Course Syllabi

Indiana University School of Informatics and Computing, Indianapolis
Summer 2020

Section No.: INFO 595 - NEWM 595

Credit Hours: 1-6 variable

Time: N/A

Location: Off campus and online

First Class: May 12, 2020

Website:

Instructor: Criss Clark- Gray, MBA

Office Hours: By Appointment

Office: Informatics & Communications Technology Complex
535 West Michigan Street, Indianapolis, IN 46202 [\[map\]](#)

Phone: 317-331-1633

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COURSE DESCRIPTION

The Credit Internship Course is a 1-6 credit hour experiential learning course that exposes students to practical hands on work experience that may go beyond what is learned in the classroom setting.

Program-level Learning Outcomes (PLOs) Please visit <https://soic.iupui.edu/undergraduate/degrees/informatics/learning-outcomes/> to view the complete list of the program-level learning outcomes for B.S. in Informatics. This course is designed to mainly demonstrate the following PLOs:

Learning Outcomes:

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Upon completion of this course, students will	RBT*	PLUS†	PLO	Assessment
1. Explore a potential career path within media arts and science.	5	P1.4; P3.4	2, 10	Views on Career Track Forum Growth of Your Role Forum End of Internship Debrief Discussion
2. Master knowledge and skills acquired during media arts and science coursework; strengthen resume.	6	P3.4	10	Mid-Term and Final Evaluations Resume Critique and Revision
3. Collaborate to create media productions and solve problems in a workplace environment, using soft skills like communication and teamwork.	5, 6	P1.4; P1.2; P2.2; P3.4	2, 3, 10	Communications Skills Forum Organizational Culture Forum Weekly Journal Entries Mid-Term and Final Evaluations Thank You Letter to Employer
4. Reflect upon internship experience in making future career choices.	5	P2.1; P3.4	4, 10	Forums (Expectations for Internship, Views on Career Track, Communications Skills, Organizational Culture, and Growth of Your Role) Weekly Journal Entries Executive Summary End of Internship Debrief Discussion Thank You Letter to Employer
5. Develop an innovative digital media product, from original concept to final production, in light of theory and practice in the major and specialization.	6	P2.3; P2.4; P3.3; P3.4	5–7	Mid-Term and Final Evaluations
6. Plan and evaluate a project, addressing the employer's requirements, budget, and team.	5, 6	P2.1; P3.1	4	Expectations for Internship Forum Growth of Your Role Forum Weekly Journal Entries
7. Manage their time and meet deadlines to fulfill final project expectations.	3	P3.2; P3.3	7	Weekly Journal Entries
8. Document assets, code, and media created for the project weekly.	3	P3.2; P3.3	7	Mid-Term and Final Evaluations
9. Present their final work at the capstone event.	5, 6	P1.4; P3.2	2	Final Evaluation

Software used:

Canvas

Expectations/Guidelines/Policies

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I491 Students Spring/Fall Semesters ONLY:

You will be required as part of your capstone experience to present a poster over your internship experience as part of the course requirements. This will be on capstone night at the school. You will receive an email from your instructor with dates/times of required meetings to go over the capstone night details. Please check your email regularly.

Prolonged Internship End Dates:

Students who have internship end dates extending beyond the last day of the semester should regard the internship end date listed on the for-credit internship form as their final date for this course - please refer to the information listed in parenthesis (next to each class date) to use as a guideline for adjusting due dates. **Due dates will flex only for students who are experiencing prolonged internship end dates. All other students should follow the listed due dates below unless otherwise approved by the instructor.** If you fall under a prolonged internship end date situation then a grade of Incomplete will be assigned at the end of the registered semester and a final grade will be assigned after the internship end date has occurred. To receive an incomplete you must be passing the course at the time the incomplete is issued.

Credit Internship Rules:

1. All qualifying students will be awarded credits for successful completion of their program depending on the course. Successful completion is defined as follows:
 - a. Completing and turning in required assignments - Daily Journal, Mid-semester Site Visit, Executive Summary, Employer Evaluation, Student Evaluation, Updated Resume, Thank You Letter to Supervisor, and Final Advising Appointment with the Instructor.
 - b. Completion of minimum required hours depending on course taken.
2. If circumstances arrive where the student or employer desire to end the internship prior to the stated 'completion date' of the semester the student and/or employer must contact the instructor immediately. Failure to contact the instructor may result in forfeit of tuition for the for-credit internship class.
3. Internships may be part-time or full-time. To complete the internship a student must complete at least 45 clock hours per enrolled credit hour to be considered for credit. Students may exceed the number of hours required.
4. Internships must be supervised in some manner. This supervisor must periodically check the quality and appropriateness of the work being done by the student. An end-of-semester evaluation form will be completed by the supervisor and submitted to the instructor.
5. No retroactive credit will be given for earlier work experience. There will also be no credit provided for skills and knowledge that a student already has from previous on-the-job training.
6. Each new internship job description will be reviewed by the instructor. The job must be determined to be of adequate professional worth and merit. An orientation

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program and adequate training should be incorporated into the job description and program.

7. Internships will be required to be performed within professional workspaces with opportunity to interact with advanced professionals who demonstrate a normal day-to-day working environment.

Grading Information/Class Schedule/Assignments

All assignments and meetings are to be submitted/completed by end of Session 2 in Canvas UNLESS PRIOR ARRANGEMENTS ARE MADE WITH THE INSTRUCTOR. Otherwise points will be deducted for missing requirements listed in the syllabus. There are 100 points total and each deliverable lists the points associated below.

WEEKLY CLASS SCHEDULE AND ASSIGNMENTS

Beginning of the Internship Experience

Introduction Discussion Forum Posting- Due Date: Upon entry into the course (5 Points)

On Canvas in the Discussion Tab labeled “Introduction Forum” post the following information: Name (first and last), Major, Company Name: (who you are interning for), Internship Position title: (Example: Web Development Intern), Goal of the Internship, Brief Description of Project or Duties, Start Date of Internship, End Date of Internship, and any other information you wish.

Daily Journaling Begins – Start Date: First Day of Internship/Due Date: By Tuesday at 11:59p, after each week has been completed (15 Points)

Keep a reflective journal for each day worked and post as one entry per week in the appropriate week as listed in Canvas. Each entry should include:

- Date worked:
- # of hours worked:
- A Reflective Assessment (both professional and personal) - Should be at least 4 to 5 sentences explaining what you have learned, such as new experiences you were involved in, issues you may have encountered, opportunities that you saw, and your overall impression for the day.

Example:

Internship Weekly Journal

Week 1 (Dates Worked)

08/04	9	BHO has been expanding to include more HTML events
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		In particular, it now is able to capture Focus event on specific URL access
08/05	9	Spent some time going through user cases of BHO project. Customers want the ability to stop/restart recording of user activities based on certain criteria.
08/06	9	New features are added to BHO. A simple Installer is made to make client installation simple
08/07	9	Configure target web service, Crated a small demo on HTTP request and response validation
08/08	4	Meeting with Managers Engage discussion with customers about requirement down the line.
Total Hours Worked:	40	

(Example)

Reflective Assessment: Going into today, I did not know what to expect. I was very nervous but we were given a binder and flash drive full of information about what to do, what things mean, where to go, who to talk to, and so on. After receiving these items and getting settled down at my desk, I was able to look over them and I became more comfortable. My project manager, Sarah Sample, invited us into a room to meet the director of the integration department, Martin, who I am working with. He gave us a list of projects we will and could be working on throughout our time at Site. One of the main projects we are working on is, as they put it, “mundane,” but is fairly interesting. Companies use different versions of software as well as different variations. They currently do not have a way to filter out all of these different components they have so we are working to integrate a system that will allow consultants to search and filter these components for future companies. So far I have really enjoyed my time and look forward to the next day.

(Keep a Running Total of Hours Completed): 56 internship hours worked to date

Online Discussion Forums - (20 points total for participation)

In the “Discussion Tab” on Canvas post an individual response to questions and then respond to at least one other student posting for each discussion topic.

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Midterm Semester

Mid-Semester Site Evaluation – (15 Points)

When you have completed approximately 50% of the working hours for your internship you need to complete Mid- Semester Evaluations. Employer Evaluations must be filled out and returned to the instructor. The evaluation can be found under the Files tab on the Canvas. Employers may email or mail the completed evaluation. Contact info is listed on the evaluation.

Submit These Assignments PRIOR to your Debrief Appointment

Thank You Letter to Company/Supervisor - (5 Points)

Near the conclusion of the internship send a thank you letter to your supervisor for giving you the opportunity to gain experience. Post a copy of the thank you letter content in Canvas.

Updated Resume - (5 Points)

An updated copy of your resume should be turned in at the end of your internship. The resume should include the internship you are completing for credit. Post your updated resume to Canvas.

Executive Summary – (20 Points)

Post a reflective summary of your hard work in the in Canvas. Reports should be 750-1000 words in length. Questions your summary should address should include:

1. Description of your internship:

What did you do? What did you find out while you were working at the internship?

2. Judge the overall quality of your work. Did your internship turn out the way you planned? Did you accomplish your goal(s)? How did you use critical thinking and problem solving skills?

3. Describe how you might have made your internship experience better.

4. How would you advise another student who wants to do an internship with this company?

5. What would you do differently if you did the same internship again?

6. What will you do differently at your next internship/position as a result of this experience?

Employer Evaluation – (5 Points)

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Employer Evaluations must be filled out and returned to the instructor before the end of the semester. The evaluation can be found under the Files tab on the Canvas. Employers may email, or mail the completed evaluation. Contact info is listed on the evaluation.

Student Evaluation – (5 Points)

Prior to the end of the semester once you have completed the majority of your internship/project a student evaluation must be filled out and returned to the instructor. The evaluation can be found under the Files tab on Canvas.

Portfolio Examples

If printable product/materials are available from the outcome of the internship then a portfolio should be submitted illustrating your work. Portfolio information can provide support when presenting your final Executive Summary. If your internship employer does not allow outside publications of the product/material produced then we ask that you abide by their regulations. Points will not be deducted for not providing a portfolio. Portfolios and supporting material should be dropped off or mailed to the Career Services Office at 535 W. Michigan St. IT491, Indianapolis, Indiana 46202

End of Internship

Debrief - (5 Points)

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As your FINAL assignment, submit responses to the following:

Internship Title:

Internship Location:

Paid: _____ Yes _____ No

If paid, how much: \$

If unpaid, did you apply for the rje-knoll-scholarship: _____ Yes _____ No

At the completion of internship, were you: _____ Hired _____
Intern _____ Ended: _____

Would you recommend your internship to another student and Why?

Comments:

Grading Scale:

A+	97-100%	Professional level work, showing highest level of achievement
A	93-96%	Extraordinarily high achievement, quality of work; shows command of the subject matter
A-	90-92%	Excellent and thorough knowledge of the subject matter
B+	87-89%	Above average understanding of material and quality of work
B	83-86%	Mastery and fulfillment of all course requirements; good, acceptable work
B-	80-82%	Satisfactory quality of work
C+	77-79%	Modestly acceptable performance and quality of work
C	73-76%	Minimally acceptable performance and quality of work
C-	70-72%	Unacceptable work (Core course must be repeated for credit)
D+	67-69%	Unacceptable work (Course must be repeated for credit)
D	63-66%	Unacceptable work
D-	60-62%	Unacceptable work

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F Below 60 Unacceptable work

No credits toward major, minor, or certificate requirements are granted for a grade below C.
No credits toward general education or elective requirements are granted for a grade below C-.

CODE OF CONDUCT

All students should aspire to the highest standards of academic integrity. Using another student's work on an assignment, cheating on a test, not quoting or citing references correctly, or any other form of dishonesty or plagiarism shall result in a grade of zero on the item and possibly an F in the course. Incidences of academic misconduct shall be referred to the Department Chair and repeated violations shall result in dismissal from the program.

All students are responsible for reading, understanding, and applying the *Code of Student Rights, Responsibilities and Conduct* and in particular the section on academic misconduct. Refer to *The Code > Responsibilities > Academic Misconduct* at <http://www.indiana.edu/~code/>. All students must also successfully complete the Indiana University Department of Education "How to Recognize Plagiarism" Tutorial and Test <https://www.indiana.edu/~istd>. You must document the difference between your writing and that of others. Use quotation marks in addition to a citation, page number, and reference whenever writing someone else's words (e.g., following the *Publication Manual of the American Psychological Association*). To detect plagiarism instructors apply a range of methods, including Turnitin.com. <http://www.ulib.iupui.edu/libinfo/turnitin>

Academic Misconduct:

1. **Cheating:** Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.
 - a. A student must not use external assistance on any "in-class" or "take-home" examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless communication devices.
 - b. A student must not use another person as a substitute in the taking of an examination or quiz, nor allow other persons to conduct research or to prepare work, without advanced authorization from the instructor to whom the work is being submitted.
 - c. A student must not use materials from a commercial term paper company, files of papers prepared by other persons, or submit documents found on the Internet.
 - d. A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student's individual work.

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- e. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.
 - f. A student must not steal examinations or other course materials, including but not limited to, physical copies and photographic or electronic images.
 - g. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor or program to whom the work is being submitted.
 - h. A student must not, without authorization, alter a grade or score in any way, nor alter answers on a returned exam or assignment for credit.
2. **Fabrication:** A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information.
 3. **Plagiarism:** Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered "common knowledge" may differ from course to course.
 - a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.
 - b. A student must give credit to the originality of others and acknowledge indebtedness whenever:
 1. directly quoting another person's actual words, whether oral or written;
 2. using another person's ideas, opinions, or theories;
 3. paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
 4. borrowing facts, statistics, or illustrative material; or
 5. offering materials assembled or collected by others in the form of projects or collections without acknowledgment
 4. **Interference:** A student must not steal, change, destroy, or impede another student's work, nor should the student unjustly attempt, through a bribe, a promise of favors or threats, to affect any student's grade or the evaluation of academic performance. Impeding another student's work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.
 5. **Violation of Course Rules:** A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the learning process in the course.
 6. **Facilitating Academic Dishonesty:** A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.

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OTHER POLICIES

1. **Right to revise:** The instructor reserves the right to make changes to this syllabus as necessary and, in such an event, will notify students of the changes immediately.
2. **IUPUI course policies:** A number of campus policies governing IUPUI courses may be found at the following link: http://registrar.iupui.edu/course_policies.html
3. **Classroom civility:** To maintain an effective and inclusive learning environment, it is important to be an attentive and respectful participant in lectures, discussions, group work, and other classroom exercises. Thus, unnecessary disruptions should be avoided, such as ringing cell phones engagement in private conversations and other unrelated activities. Cell phones, media players, or any noisy devices should be turned off during a class. Texting, surfing the Internet, and posting to Facebook or Twitter during class are generally not permitted. Laptop use may be permitted if it is used for taking notes or conducting class activities. Students should check with the instructor about permissible devices in class. IUPUI nurtures and promotes “a campus climate that seeks, values, and cultivates diversity in all of its forms and that provides conditions necessary for all campus community members to feel welcomed, supported, included, and valued” (IUPUI Strategic Initiative 9). IUPUI prohibits “discrimination against anyone for reasons of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or [veteran] status” (Office of Equal Opportunity). Profanity or derogatory comments about the instructor, fellow students, invited speakers or other classroom visitors, or any members of the campus community shall not be tolerated. A violation of this rule shall result in a warning and, if the offense continues, possible disciplinary action.
4. **Bringing children to class:** To ensure an effective learning environment, children are not permitted to attend class with their parents, guardians, or childcare providers.
5. **Course Evaluation Policy:** Course evaluations provide vital information for improving the quality of courses and programs. Students are required to complete one course and instructor evaluation for each section in which they are enrolled at the School of Informatics and Computing. This requirement has three exceptions: (a) The student has withdrawn from the course; (b) only one student is enrolled in the section (in which case anonymity is impossible); and (c) the section is a laboratory that must be taken with a course having a different section number. Course evaluations are completed at <https://soic.iupui.edu/app/course-eval/>. Course evaluations are open from the eleventh week. Course evaluations are anonymous, which means that no one can view the name of the student completing the evaluation. In addition, no one can view the evaluation itself until after the instructor has submitted the final grades for the course. In small sections, demographic information should be left blank, if it could be used to identify the student. A course evaluation must close before the grade for that course can be released. To ensure students have had ample opportunity to complete the evaluation, an uncompleted course evaluation could delay the release of the grade for up to a week.
6. **Communication:** The instructor should respond to emails within 48 hours, excluding weekends and holidays, and announce periods of extended absence in advance. The

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instructor should provide weekly office hours or accept appointments for face-to-face, telephone, or teleconferenced meetings.

7. **Email:** Indiana University uses your IU email account as an official means of communication, and students should check it daily for pertinent information. Although you may have your IU email forwarded to an outside email account, please email faculty and staff from your IU email account.
8. **Disabilities Policy:** In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to reasonable accommodations. Please notify the instructor during the first week of class of accommodations needed for the course. Students requiring accommodations because of a disability must register with Adaptive Educational Services (AES) and complete the appropriate AES-issued before receiving accommodations. The AES office is located at UC 100, Taylor Hall (Email: aes@iupui.edu, Tel. 317 274-3241). Visit <http://aes.iupui.edu> for more information.
9. **Administrative Withdrawal:** A basic requirement of this course is that students participate in all class discussions and conscientiously complete all required course activities and/or assignments. If a student is unable to attend, participate in, or complete an assignment on time, it is the student's responsibility to inform the instructor. If a student misses more than half of the required activities within the first 25% of the course without contacting the instructor, the student may be administratively withdrawn from this course. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and a student who has been administratively withdrawn from a course is ineligible for a tuition refund. Contact the instructor with questions concerning administrative withdrawal.
10. **Emergency Preparedness:** Safety on campus is everyone's responsibility. Know what to do in an emergency so that you can protect yourself and others. For specific information, visit the emergency management website. <http://protect.iu.edu/emergency>
11. **Student Advocate:** The Student Advocate provides assistance to students with personal, financial, and academic issues. The Student Advocate Office is located in the Campus Center, Suite 350. The Student Advocate may also be contacted by phone at 317 274-4431 or by email at studvoc@iupui.edu. For more information visit <http://studentaffairs.iupui.edu/advocate>.
12. **Counseling and Psychological Services (CAPS):** Students seeking counseling or other psychological services should contact the CAPS office by phone at 274-2548 or email at capsindy@iupui.edu. For more information visit <http://life.iupui.edu/caps/>.

MISSION STATEMENT

The Mission of IUPUI is to provide for its constituents excellence in

- Teaching and Learning;
- Research, Scholarship, and Creative Activity; and
- Civic Engagement.

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With each of these core activities characterized by

- Collaboration within and across disciplines and with the community;
- A commitment to ensuring diversity; and
- Pursuit of best practices.

IUPUI's mission is derived from and aligned with the principal components—Communities of Learning, Responsibilities of Excellence, Accountability and Best Practices—of Indiana University's Strategic Directions Charter.

STATEMENT OF VALUES

IUPUI values the commitment of students to learning; of faculty to the highest standards of teaching, scholarship, and service; and of staff to the highest standards of service. IUPUI recognizes students as partners in learning. IUPUI values the opportunities afforded by its location in Indiana's capital city and is committed to serving the needs of its community. Thus, IUPUI students, faculty, and staff are involved in the community, both to provide educational programs and patient care and to apply learning to community needs through service. As a leader in fostering collaborative relationships, IUPUI values collegiality, cooperation, creativity, innovation, and entrepreneurship as well as honesty, integrity, and support for open inquiry and dissemination of findings. IUPUI is committed to the personal and professional development of its students, faculty, and staff and to continuous improvement of its programs and services.