CPSC 4698 – Internship   Spring 2014

Wayne Summers
E-mail: wsummers@columbusstate.edu
Office: CCT 453
Office Hours: TBA
Contacting Me: If you need to discuss something outside of the classroom, please e-mail me.
Office Phone: (706) 507-8193
School Phone: (706) 507-8170
School Fax: (706) 565-3529
Web Site: http://csc.columbusstate.edu/summers

CPSC 4698. Internship in Computer Science (0-0-3) *Prerequisite:* Junior Standing. Work experience on an approved project supervised by a faculty member. May be repeated for a maximum of three credit hours. (S/U grading.)

Objective: The purpose of an Internship is to provide Columbus State University students with an opportunity to have a professional work experience in a setting related to the student's major and/or career goals. An internship is a way for a student to gain practical, on the-job experience in business, industry, or governmental agencies.

Students will be expected to work full time for a period of one semester up to six months. Students are typically not simultaneously enrolled in classes except for possibly CPSC 4698 Internship. Students may receive up to three credits per work experience. To receive credit, the student must work with a faculty member at CSU and a work supervisor to develop a significant project in Computer Science. A detailed plan needs to be submitted to the faculty member and chairperson of the department for approval. The plan needs to be signed off by the work supervisor. Upon completion of the work experience, the student must submit a written report to the CS Department faculty detailing the results of the project. The faculty member will have sole responsibility for assigning a grade, but will be expected to consult with the student's work supervisor.

Specific Objective: "My expectation for this internship experience is to take the knowledge I've learned put it into practice in a professional job environment. I expect to further my knowledge and learn more about my strengths and weaknesses. My goals are to gain meaningful work experience that relates to my degree and to meet or exceed the organizations expectations.**"**

Learning Objectives:
- .
-
- .

Syllabus for Computer Science Internship

Weeks 1 & 2: Learning Basic Operations
- Orientation to Department

- Intro to standards
- Intro to Project –
- Feasibility Study
- Prepare Project Proposal

Weeks 3 & 4: Beginning Responsibilities - Project Proposal
- Write and Present Project Proposal
- Receive approval from Supervisor, Sponsoring Faculty member and University Internship Coordinator
- Problem Analysis / Specification

Weeks 5 & 6: Planning
- Planning / Design of Solution

Weeks 7 & 8: Development
- Planning / Design of Solution
- Development / Implementation of Solution

Weeks 9 & 10: Development
- Development / Implementation of Solution

Weeks 11 & 12: Testing
- Development / Implementation of Solution
- Testing & Revision

Weeks 13 & 14: Deployment
- Testing & Revision
- Receive approval from Supervisor and Sponsoring Faculty member
- Deploy Solution

Week 15: Wrap-Up
- Intern summarizes internship and learning experience in final meeting with Supervisor
- Present project report to the Sponsoring Faculty member and Supervisor

Student Responsibilities
As a student in this course, you are responsible to:
- manage your time and maintain the discipline required to meet the course requirements;
- complete any reading assignments prior to the beginning of each class;
- attend class regularly and actively participate in classroom discussions;
- complete assignments by their due dates;
- abide by documented lab rules;
- decide on and develop a final project;
- read any e-mail sent by the instructor and respond accordingly, and
- avoid distracting other students while in the classroom – this means no cell phone use, Web surfing, e-mailing or playing games.

"I didn't know" is not an acceptable excuse for failing to meet the course requirements. If you fail to meet your responsibilities, you do so at your own risk.

While in the classroom, turn off cell phones. To be respectful of other students' time and money, avoid receiving any phone calls, texting and playing games and/or surfing the Web since these activities can be distracting to other students as well as your instructor. Use of computers is allowed only for purposes related to class activities. Please do not force your instructor to draw attention to yourself during a class by violating this commonsense etiquette!

Instructor Responsibilities
As your instructor in this course, I am responsible to:
☐   prepare weekly lessons that demonstrate and help students understand the course material,
☐   prepare exams that allow students to demonstrate their knowledge of the course material,
☐   actively solicit and participate in classroom discussions,
☐   grade exams, programming assignments, and the final project deliverables and post scores within a reasonable period after they are submitted; and
☐   read any e-mail sent by students and respond accordingly within 48 hours.

_____

Attendance Policy
       Attending to your duties on the job and updating me on your progress is important to your success in this course. If you habitually miss work, or do not provide a progress report, you may receive a WF. If an emergency prevents you from complying with either of these, please contact me to make alternative arrangements.

_____

Academic Honesty/Plagiarism Policy
Academic dishonesty includes, but is not limited to, activities such as cheating and plagiarism (http://academics.columbusstate.edu/catalogs/current/acaregs_undergrad.php#acadmisconduct). It is a basis for disciplinary action. Any work turned in for individual credit must be entirely the work of the student submitting the work. All work must be your own. For group projects, the work must be done only by members of the group. You may share ideas but submitting identical assignments (for example) will be considered cheating. You may discuss the material in the course and help one another with debugging; however, any work you hand in for a grade must be your own. A simple way to avoid inadvertent plagiarism is to talk about the assignments, but don't read each other's work or write solutions together unless otherwise directed by me. For your own protection, keep scratch paper and old versions of assignments to establish ownership until after the assignment has been graded and returned to you. If you have any questions about this, please contact me immediately. For assignments, access to notes, the course textbooks, books and other publications is allowed. All work that is not your own, MUST be properly cited. This includes any material found on the Internet. Stealing or giving or receiving any code, diagrams, drawings, text or designs from another person (CSU or non-CSU, including the Internet) is not allowed. Having access to another person's work on the computer system or giving access to your work to another person is not allowed. It is your responsibility to prevent others from having unauthorized access to your work.
No cheating in any form will be tolerated. Penalties for academic dishonesty may include a zero grade on the assignment or exam/quiz, a failing grade for the course, suspension from the Computer Science program, and dismissal from the program. All instances of cheating will be documented in writing with a copy placed in the School's files. Students will be expected to discuss the academic misconduct with the faculty member and the chairperson.

In programming courses such as this, you must be particularly diligent in submitting only your own work. In completing the assignments for this course, you may not copy any other coding from any other source other than the course text and material presented in class. Doing otherwise will be considered plagiarism and will result in the sanctions described above.

_____

Some URLs of Interest

1. http://academics.columbusstate.edu/calendars/ (CSU calendar, important dates)
2. http://registrar.columbusstate.edu/ (Registrar, apply for graduation, etc.)
3. http://isis.columbusstate.edu (Main page for ISIS registration system, schedule of classes)
4. http://counsel.columbusstate.edu/ (Columbus State University Counseling Center provides free counseling services to students)
5. http://students.columbusstate.edu/computerhelp.php (Information on all aspects of student life at CSU)

_____

ADA Accommodation Notice

If you have a documented disability, as described by the Rehabilitation Act of 1973 (P.L. 933-112 Section 504) and the Americans with Disabilities Act (ADA) and subsequent amendments and would like to request academic and/or physical accommodations, please contact the Office of Disability Services in the Schuster Student Success Center (room 221), 706-507-8755, (http://disability.columbusstate.edu/) as soon as possible. Course requirements will not be waived, but reasonable accommodations may be provided as appropriate.

 _____

Student Portfolio

Students are encouraged to keep and maintain a portfolio of all of their work (assignments, projects, etc.) throughout their academic program. It is recommended that you keep a copy on your personal H: drive at CSU and back it up regularly on your own portable media.

ACM *Code of Ethics and Professional Conduct*

THE CODE represents ACM's commitment to promoting the highest professional and ethical standards, and makes it incumbent on all **ACM Members** to:

- Contribute to society and human well-being.
- Avoid harm to others.
- Be honest and trustworthy.
- Be fair and take action not to discriminate.
- Honor property rights including copyrights and patent.
- Give proper credit for intellectual property.
- Respect the privacy of others.
- Honor confidentiality.

And as computing professionals, every ACM Member is also expected to:

- Strive to achieve the highest quality, effectiveness and dignity in both the process and products of professional work.
- Acquire and maintain professional competence.
- Know and respect existing laws pertaining to professional work.
- Accept and provide appropriate professional review.
- Give comprehensive and thorough evaluations of computer systems and their impacts, including analysis of possible risks.
- Honor contracts, agreements, and assigned responsibilities.
- Improve public understanding of computing and its consequences.
- Access computing and communication resources only when authorized to do so.

This flyer shows an abridged version of the ACM Code of Ethics.
The complete version can be viewed at: *www.acm.org/constitution/code*

Association for
Computing Machinery

Advancing Computing as a Science & Profession