CS487 - Introduction

The objectives of the CS/CIS Internship program are 1) To provide students with an opportunity to gain practical experience in workplace environments which are related to the computer science or computer information technology

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2) Integrate their classroom learning with "real world" practices.

3) Develop interpersonal skills with employers, clients, and co-workers

4) Appreciate and understand the value and need for continuous learning beyond the classroom.

A total of 120 hours of work experience is required. You must actually work at an office, laboratory, store, or other sites specified by an employer and approved by the program advisor. The work that you perform should be related to the field of computer science or computer information technology. The work environment should allow you to gain some skills related to such field and to learn its business practices.

CS487 - Syllabus

Course Description

CS-related or CIS-related work experience in an approved organization. (3) *Prerequisites: 6 semester hours of upper-level CIS courses with GPA of 3.0 and overall GPA of 2.5; permission of the Program Advisor*

Course Objectives

The objectives of the CS/CIS Internship program are to provide students with an opportunity to:

- Gain practical experience in workplace environments which are related to the computer science or computer information technology
- Integrate their classroom learning with "real world" practices
- Develop interpersonal skills with employers, clients, and co-workers
- Appreciate and understand the value and need for continuous learning beyond the classroom

Requirements

You may earn 3 semester hours of academic credits by satisfying the following requirements:

1. Attendance at 120 hours of work experience
2. Maintaining a weekly log of activities and reflections
3. Periodic meeting with the Program Advisor for reporting of work experience

4. Submission of a portfolio, consisting of a set of weekly logs and a final written report at the end of the internship

5. Evaluation by the employer

1. Work Experience

A total of 120 hours of work experience is required. You must actually work at an office, laboratory, store, or other sites specified by an employer and approved by the program advisor. The work that you perform should be related to the field of computer science or computer information technology. The work environment should allow you to gain some skills related to such field and to learn its business practices.

2. Weekly Log

You are required to maintain a weekly record of you activities and reflections that contain the following elements.

- Date
- Description of activities
- How much time was spent on work or work-related activities
- Specific results that were produced that week
- What you learned during the week
- Any other comments regarding your activities and progress

Each weekly log may be recorded on separate sheet or in a table format. You are to design a specific format and present it to the adviser for approval at the first meeting.

3. Periodic Meetings

In addition to submitting a portfolio at the end of the internship, you are required to meet with the program advisor at periodic intervals to report on the progress of your experiences. The weekly log becomes the basis of the report at such meeting. Any

questions that may rise regarding your work or project may be brought up at this point.

The dates for these meetings, typically three interim meetings during the semester and one final meeting at the end of the semester, are set at the beginning of the term. At the next to the last meeting an outline of the final report is due.

4. Portfolio and Final Report

At the end of the internship you are required to submit a portfolio consisting of the weekly logs and a full report describing your experience, along with a detailed analysis of it. The format for the report is described in a separate page. The report should be submitted to the program advisor by the date specified, usually before the final exam.

The written report should be submitted in two phases.

- In the first phase, an outline of the final report should be submitted, at the next to the last meeting with the program advisor.
- In the second phase, a complete final report should be submitted, one week after the last day of internship or last class day of the semester, whichever comes first.

5. Employer's Evaluation

At the end of the internship period, the student's immediate supervisor will be asked to fill out an evaluation form regarding the student's performance, attitude, punctuality, and overall accomplishment as viewed from the employee's perspective. The employer's evaluation of the student employee is one of the key elements of the Internship Program. Early in the internship experience the student should give the employer a copy of the *Student Employee Evaluation Form*.   The form is to be completed and returned to the following addressee at the end of the internship.

Prof. Martins
Internship Coordinator

Computer Science

Chaminade University of Honolulu

3140 Waialae Ave.

Honolulu, HI 96816

Evaluation for the Class

A letter grade for CIS 487 will be assigned according to how well and completely the student satisfies the requirements specified in the Course Requirements section.

A: Fulfilled all requirements in a superior manner
B: Fulfilled all requirements in an acceptable manner
C: Fulfilled most requirements in an acceptable manner
D: Fulfilled majority of requirements with some major deficiencies
F: Did not fulfill majority of requirements in an acceptable manner

Office Hours

For "quick" questions the email is the simplest way to contact me. Feel free to drop in at my office during office hours or to set up an appointments outside those hours. (I am around my office usually in the afternoon.)