COURSE DESCRIPTION
Summer 2017

CSCI-Y399 – Project in Professional Practice

<table>
<thead>
<tr>
<th>Class Number:</th>
<th>5725/3954/6574</th>
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<tbody>
<tr>
<td>Term:</td>
<td>Summer 2017 (Full term) – May 8th to July 31st</td>
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<tr>
<td>Meeting Time/Location:</td>
<td>Arranged (TBA)</td>
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<tr>
<td>Course Website:</td>
<td>Canvas (<a href="https://canvas.iu.edu">https://canvas.iu.edu</a>)</td>
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<tr>
<td>Instructor:</td>
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<td>Office Hours:</td>
<td>By appointment</td>
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Course Description
3 Credit Hours (60 hours of internship work per credit hour): The student designs, programs, verifies, and documents a project assignment selected in consultation with an employer and the department. May be repeated but credit not given for more than 6 credit hours of any combination of CSCI-Y390, Y391, Y398, Y399, Y499, C390, and C391.

Pre-requisite Course(s): Two of CSCI-C 311, C 335, C 343 and approval of the department, Current student in good standing (with Junior or Senior status)

Course Goals and Student Learning Outcomes:
The professional internship is intended to provide a learning opportunity for students to: apply their knowledge and skills acquired in the classroom to a professional project; identify and understand the practices and protocols of the particular company and industry in which they are working; successfully complete the assigned project and make contributions to the organization; refine and reassess their own career goals as a result of the experience.

Evaluation and Grading Policy:
The course grade will be based upon satisfactory completion of all requirements and assignments, the quality of the student’s work, and the internship supervisor’s evaluation. The requirements may be a combination of various activities such as written assignments, project report, assessment by the supervisor, assessment of learning experience, number of hours served, and other appropriate criteria.

Class Communication
This is an internship course and we will use Canvas/email as the primary medium of communication for the class. It is the responsibility of the student to check their IU emails and Canvas website regularly for all learning modules as well as announcements.

Class Policies
- Each student is expected to perform at a high level with regards to participation and compliance with all requirements. Each student is also expected to display professional behavior in all interactions with supervisors, colleagues, instructors or clients
- Student must complete all academic requirements for this course as assigned and must follow all the rules, regulations and other requirements of the workplace or internship site
- Student must notify the instructor of any changes
**Requirements and Important Dates**

To fulfill requirements of the internship (and, thus, the course), each student will:

- Complete 60 hours of internship work per credit hour.
- Maintain communication with the instructor regarding any change(s) in job status or the project.
- Discuss with internship supervisor, possible topics and specific projects that can be pursued as the major project of the semester (before completing the application form).
  - It is advisable to clear any "project" with internship supervisor and instructor.
- Set up a faculty Meeting to discuss the expectations and requirements for the internship prior to the first and the last week of the semester/internship. For remote students, a conference call or skype meeting may also be arranged. The final meeting may be at employer’s location.
- The Internship Application Form must be completed and returned before registering this course. It is highly recommended that students submit their application as soon as possible after securing an internship (i.e. the previous semester). This form is due no later than the end of the second week of the semester during which the internship will begin.
  - This should be updated as needed.
- Prepare and submit an outline, proposal, or report of the selected project or topic by the end of 2nd week of semester /internship.
  - Content should be pertinent to the student’s internship assignment and further enhance knowledge and / or ability to do the job.
  - List the Learning Outcomes and how you hope to achieve them by completing this project. Include a tentative schedule of significant tasks, duties, responsibilities, etc. and projected completion dates.
    - Use of project management software such as Microsoft Project 2013 to schedule and describe tasks is encouraged. Use of Gantt Charts to visually describe project timeline is encouraged.
    - This is a tentative outline, subject to reasonable change as determined by the internship supervisor. Submit an updated outline/proposal if the project changes.
- Throughout your internship, you must keep a journal (documentation of your tasks) and log of your hours. The biweekly Status Report and completed hours log must be signed by your immediate supervisor before submission. These will be due by Monday at noon of each even-numbered week of the semester through Canvas.
- Internship Report: Y399 interns are required to write a three to five page paper summarizing their experiences during the internship. This report is due 8 days before end of the internship through Canvas.
- A Project Report (describing a substantial project that was completed as part of the internship) is also required at the end of the internship. Your journal / status reports and other documentation are valuable resources for this assignment. This report is also due 8 days before end of the internship through Canvas.
- Your employer will also receive Supervisor’s Evaluation form near the completion date of internship (via email). You will work with your supervisor to complete this form and discuss your evaluation. This evaluation must be received 8 days before end of the internship through Career Services website.
- At the instructor’s request, set up an “on-site” visit which may include:
  - A facility tour; specifically the student’s work area
  - An introduction to and brief discussion with student’s work place supervisor.
- Finally, you’ll fill out the Student Evaluation of Internship form to provide feedback on your internship experience. This evaluation must be received 8 days before end of the internship through Career Services website.

*Disclaimer:* The instructor reserves the right to make any changes to the syllabus any time during the term.