

Point Loma Nazarene University
Syllabus: ISS472 Internship in Information Systems (2 units)
Mathematical, Information and Computer Sciences
Spring 2018

Instructor: Maria Zack, Ph.D.

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Office Location: Rohr Science 222

Office Hours:

Monday	11:00 a.m.-noon
Tuesday	9:30-11:30 a.m.
Wednesday	1:00-2:30 p.m.
Thursday	7:30-8:30 a.m. (contact in advance)
Friday	3:00-4:30 p.m.

Catalog Descriptions:

ISS 472 - Internship in Information Systems (2)

A supervised experience in which the student works with industry professionals to gain experience with managing information systems. May be repeated to a total of four units. This course is graded Credit/No Credit only.

Prerequisite(s): Student must have taken at least two upper-division courses for their major and consent of instructor.

Learning Outcomes:

This experience is designed to help you develop your abilities in the follow department learning outcome areas.

- Students will be able to apply their technical knowledge to solve problems.
- Students will be able to speak about their work with precision, clarity and organization.
- Students will be able to write about their work with precision, clarity and organization.
- Students will collaborate effectively in teams.
- Students will be able to gather relevant information, examine information and form a conclusion based on that information.
- Students will be able to understand and create arguments supported by quantitative evidence, and they can clearly communicate those arguments in a variety of formats.

Text Book:

This course does not have a textbook, however, you will be expected to read a limited number of articles, websites and/or book chapters related to what you are learning during the internship (see final paper information).

Other Course Objectives:

An Internship is an opportunity for the student to:

- Apply skills and knowledge learned in major courses to real business situations.
- Reinforce and expand previous conceptual learning through work experience.
- Develop “networks” in the business and professional community.

Assignments (see calendar at the end for deadlines):

- Academic Internship Contract
- Weekly timesheets (must total at least 80 hours)
- Completed internship evaluation essay
- Supervisors evaluation

Grading:

This is a pass/no pass class. In order to pass the class you must work the hours to which you have committed, work in a manner which is satisfactory to your supervisor, and turn in all of the required reports complete, on time and of a professional quality. In order to pass the class, you must receive a **passing grade on all of the components** and complete at least 80 hours of work.

Academic Internship Contract: You must complete an “Academic Internship Contract” and turn it in to me no later than 4:30 p.m. Friday of the second week of classes. The form is attached. The person who is to supervise you at your internship work place must sign as your on-site supervisor and I must sign as your department sponsor. Please be as precise as possible in specifying your duties as an intern and the skills you hope to develop. Your internship should not be considered valid for academic credit until I have approved and signed your completed contract.

Weekly Timesheets: Each week you need to turn in your timesheet indicating the hours that you have worked and what you did during those hours. The timesheet must be signed by your supervisor. Each weekly report covers Monday through Saturday of that week and is due by **Wednesday** of the following week. A sample of a completed weekly report is attached. Please upload your timesheet in Canvas each week (the form is attached).

Internship Evaluation Essay: This brief paper asks you to reflect on the quality of your internship, what new things you learned and how the work connects with the coursework that you have taken. This should include references to articles and books that you have read to gain technical knowledge for your internship.

Exams

Note that because this class is a practicum, it does not have either mid-term or final exams.

Is an internship a paid position or a volunteer experience?

An internship, for academic credit, can be an unpaid or paid position. It is not the purpose of the MICS internships to grant academic credit for activities in which most students normally engage (such as holding a job or involving oneself in extracurricular activities). The purpose of this course is, rather, to provide training and experience that you could not have realized through any other means.

Credit Hours/Required Hours and Academic Units

In the interest of providing sufficient time to accomplish the stated course learning outcomes, this class meets the PLNU credit hour policy for a 2-unit class delivered over 15 weeks. Specific details about how the class meets the credit hour requirements can be provided upon request. Your enrollment for 2 academic units corresponds with 80+hours you will devote to the internship. You may apply only hours you work during the semester for which you are receiving academic credit.

Instructor's Rights:

As your faculty sponsor, I may contact your on-site supervisor. I also may reject any contract or report that does not meet the MICS internship standards.

Suggestions for Interns:

Do your work as if your career depended upon it. You may receive a desirable job offer from someone who is impressed by your efforts as an intern. Besides, you may wish to ask your on-site supervisor to serve as a reference later on; give him or her a lot of reasons to say good things about you! Represent PLNU well. Be hardworking, honest, and positive!

Look for ways to make yourself valuable. Make meaningful suggestions and be willing to be a part of the implementation of those suggestions.

Be ahead of schedule in turning in contracts and reports. I may ask you to make changes or revisions. The revision must be complete by the due date for that contract or report.

University Mission:

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service is an expression of faith. Being of Wesleyan heritage, we strive to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

Department Mission:

The Mathematical, Information, and Computer Sciences department at Point Loma Nazarene University is committed to maintaining a curriculum that provides its students with the tools to be productive, the passion to continue learning, and Christian perspectives to provide a basis for making sound value judgments.

Attendance:

Attendance is expected at each class session. In the event of an absence you are responsible for the material covered in class and the assignments given that day.

Regular and punctual attendance at all classes is considered essential to optimum academic achievement. If the student is absent from more than 10 percent of class meetings, the faculty member can file a written report which may result in de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university drop date or, after that date, receive the appropriate grade for their work and participation. See https://catalog.pointloma.edu/content.php?catoid=28&navoid=1761#Class_Attendance in the Undergraduate Academic Catalog.

Class Enrollment:

It is the student's responsibility to maintain his/her class schedule. Should the need arise to drop this course (personal emergencies, poor performance, etc.), the student has the responsibility to follow through (provided the drop date meets the stated calendar deadline established by the university), not the instructor. Simply ceasing to attend this course or failing to follow through to arrange for a change of registration (drop/add) may easily result in a grade of F on the official transcript.

Academic Accommodations:

If you have a diagnosed disability, please contact PLNU's Disability Resource Center (DRC) within the first two weeks of class to demonstrate need and to register for accommodation by phone at 619-849-2486 or by e-mail at DRC@pointloma.edu. See [Disability Resource Center](#) for additional information. For more details see the PLNU catalog: https://catalog.pointloma.edu/content.php?catoid=28&navoid=1761#Academic_Accommodations

Students with learning disabilities who may need accommodations should discuss options with the instructor during the first two weeks of class.

Academic Honesty:

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using the procedure in the university Catalog. See

https://catalog.pointloma.edu/content.php?catoid=28&navoid=1761#Academic_Honesty for definitions of kinds of academic dishonesty and for further policy information.

Copyright Protected Materials:

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

Schedule of Due Dates

Academic Internship Contract signed by your supervisor Internship Tracking Form – fill out Google document also sign form and return to Dr. Zack	January 23, 2018
Meeting with Dr. Zack to discuss internship and possible readings for paper.	February 16, 2018
Outline for your essay. Discuss and review the components with Dr. Zack.	March 16, 2018
Draft of Internship Essay due to Dr. Zack	April 6, 2018
Internship Evaluation Essay due to Dr. Zack	April 27, 2018 (Friday before Finals week)
Weekly Timesheets	Due Every Wednesday please scan or photograph and upload to Canvas.

Documents Attached:

- Academic Internship Contract
- Internship Tracking Student Notifications
- Weekly Internship Report (timesheet)
- Instructions for Internship Evaluation Essay

ACADEMIC INTERNSHIP CONTRACT

Department of Mathematical, Information and Computer Sciences
Point Loma Nazarene University
3900 Lomaland Drive
San Diego, California 92106
(619) 849-2458

COMPLETION OF THIS FORM IS REQUIRED FOR ALL
DEPARTMENT SPONSORED INTERNSHIPS

REQUIREMENTS:

1. Obtain approval for internship from the Department Chair.
2. Submit proposal for scope of work for the internship to your PLNU internship supervisor. **Due end of 2nd week of semester.**
3. Submit Weekly Internship Reports (with on-site Supervisor's signature). **Due each week.**
4. Submit Internship Evaluation Essay. **See syllabus for due date.**

PRINT LEGIBLY OR TYPE THE FOLLOWING INFORMATION:

DATE _____

NAME _____ I.D.# _____
Last First Middle

LOCAL ADDRESS: _____
Street Unit #

_____ Phone _____
City State Zip

PERMANENT ADDRESS: _____
Street Unit #

_____ PHONE _____
City State Zip

MAJOR: _____ GRADUATION DATE: _____

PRESENT CLASS LEVEL: _____

INTERNSHIP INFORMATION:

NAME OF ORGANIZATION: _____

NAME OF ON-SITE SUPERVISOR: _____
(please print)

ADDRESS: _____
Street Suite #
City State Zip Phone _____

Email address: _____

NUMBER OF HOURS PER WEEK SPENT IN INTERNSHIP _____

CREDIT INFORMATION:

Is Internship for Credit? _____ If so, Number of Units _____

Sponsoring PLNU Department _____

Name of Faculty Sponsor _____
(please print)

NOTE: If internship is for credit, be certain registration is approved and complete.

ACADEMIC INTERNSHIP PROPOSAL

Student must complete the following Proposal in conjunction with on-site Supervisor. Due end of 2nd week of semester.

Summary Description of Internship Project:

SIGNATURES:

On-Site Supervisor: _____

Student Intern: _____



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Internships (Supervised Field Experiences): Tracking Student Locations
Office of Institutional Effectiveness

Dear PLNU Student:

Please complete the following information, which will help us determine whether your proposed internship will occur in an authorized state, region, territory, or nation. The Office of Institutional Effectiveness will review the information and follow up with internship coordinators, if necessary.

Student Information, Major, Internship Type & Location (Google Form)
<http://tinyurl.com/gwah4x4>

By checking this box, I confirm that the foregoing information I provided is accurate and true. I understand that I may not be eligible to participate in internships in states where PLNU is not authorized to conduct supervised field experiences. I affirm that the internship to which I'm applying is state-authorized and/or exempt for PLNU students.

By checking this box, I confirm that I have read and understand PLNU's information about state authorizations: <http://www.pointloma.edu/experience/offices/administrative-offices/institutional-effectiveness/disclosures>

Printed Name: _____

Signature: _____ Date: _____

*** TO TEACH * TO SHAPE * TO SEND ***

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WEEKLY TIMESHEET/INTERNSHIP REPORT

Student Intern's Name: _____

PLNU I.D. Number: _____

Monday, _____ Start time: _____ End Time: _____
(month and date) Start time: _____ End time: _____

Description of duties/projects: _____

Tuesday, _____ Start time: _____ End Time: _____
(month and date) Start time: _____ End time: _____

Description of duties/projects: _____

Wednesday, _____ Start time: _____ End Time: _____
(month and date) Start time: _____ End time: _____

Description of duties/projects: _____

Thursday, _____ Start time: _____ End Time: _____
(month and date) Start time: _____ End time: _____

Description of duties/projects: _____

Friday, _____ Start time: _____ End Time: _____
(month and date) Start time: _____ End time: _____

Description of duties/projects: _____

Saturday, _____ Start time: _____ End Time: _____
(month and date) Start time: _____ End time: _____

Description of duties/projects: _____

Signatures: _____
(student) (date)

(on-site Supervisor) (date)

Department of Mathematical, Information and Computer Sciences

Internship Evaluation Essay

Your final report must be turned in by the Friday before the beginning of finals week. Please follow the outline presented here to prepare a typewritten, double-spaced narrative (in paragraphs and sentences) report. The reports should be approximately 5 pages long.

Remember to: 1) pay careful attention to grammar, punctuation, and spelling (if I find the report to be unacceptable, I will return it to you for rewriting); 2) put your name on the title page.

You do not have to limit your report to the information required in the following outline. If you wish to provide additional insights or information, please do so.

The Nature of Your Internship

- The company or organization (include address)
- Description of your duties

What You Learned

- New Skills
 - What can you do now that you could not do before the internship?
 - For at least one of these new skills provide a specific description of how you learned this skill and how you used it in your internship.
- Orientation to the work environment
 - What do you know now about interacting with peers, customers, and superiors that you did not know before the internship?
 - Describe at least one interpersonal interaction (peers, customers and superiors) where you learned something new. Would you handle a similar situation differently in the future? If yes, how would you handle it? If no, why do you think that your approach worked?
- Applicability to your future
 - How will your new skills and knowledge help you attain your career goals?

New Technical Information Learned

- You should describe the new technical knowledge you gained in the internship (this may be new topics or greater depth in a known topic).
- Your new knowledge should be based on reading at least two articles, book chapters, etc. The information should be use proper referencing techniques to indicate what information was learned from your reading.

Connections to Your Academic Work

- Which classes that you took at PLNU were connected to the work you were doing?
- How where these classes connected?
 - Describe at least one specific task/project on which you worked and describe how you used specific skills and knowledge gained in your PLNU coursework.
- What do you need to study in more depth if you are to enter this field of work?

Significant Events or Experiences

- Specific situations in which you feel you handled a difficult matter well or demonstrated particular competence
- Specific people you met (both in and outside the organization) whom you now value as contacts (names, titles, and companies). How to you plan to make use of those contacts in the future?

Evaluation of Your Internship Experience

- Satisfaction with the site hosting the internship
- Satisfaction with the supervision you received
- Satisfaction with the skills and knowledge you gained