

# The University of Maine at Augusta

## Course Syllabus

### CIS380 *Internship Experience* (3 credits)

Web/Online

OFFICE HOURS:	By Appointment
INSTRUCTOR:	TBA
COURSE DESCRIPTION:	The CIS380 Internship Experience is a required information technology (IT) offering at the bachelor-degree level that provides the student with an opportunity to build a professional portfolio of relevant work experience. With the guidance of an organizational mentor, students will develop a significant IT project that applies appropriate skills in hardware/networking, database design and development, programming, data science, or client- and server-side Web scripting.
REQUIRED TEXT AND MATERIALS:	Internship Handbook
PREREQUISITES:	The student is expected to take the CIS380 Internship Experience after completing the core CIS associate degree requirements and CIS330, CIS350, and at least one programming language (CIS212, CIS214, CI215, CIS216 or CIS333). As the CIS80 Internship Experience is expected to require information systems analysis, information systems design, database design, and/or applications programming, the student should also have taken any other 300 or 400-level courses associated with the focus of the internship project.
COURSE OBJECTIVES:	<p>Objectives of this course are to</p> <ul style="list-style-type: none"><li>• Demonstrate a refined level of proficiency in one of the bachelor-degree level Computer Information Systems disciplines by applying appropriate information technology (IT) skills in a professional environment</li><li>• Develop a significant information technology project in collaboration with the organizational sponsor</li><li>• Cultivate mature life and workplace skills that prepare the student for personal and professional challenges</li><li>• Maintain a reflective journal that exhibits effective communication, critical thinking, and problem-solving skills during the implementation of the information technology project</li><li>• prepare a 10+ page paper describing the internship experience including goals and objectives, summary of internship, academic preparation of CIS, and overall evaluation</li><li>• present the internship experience in a professional format to all internship partners</li></ul>

	<ul style="list-style-type: none"> <li>• obtain a letter from the organizational sponsor verifying satisfactory performance and completion of required hours</li> <li>• establish a network of professional contacts in the information technology field</li> </ul>												
LEARNING OUTCOMES:	<p>Upon successful completion of this course, the student will have</p> <ul style="list-style-type: none"> <li>• documented completion of at least 150 hours of hands-on work experience in a professional venue</li> <li>• completed or made significant progress on an IT project</li> <li>• cultivated mature life and workplace skills</li> <li>• provided required documentation (journal, report, letter, presentation)</li> </ul>												
ELECTRONIC LEARNING TOOLS:	<p><b>Brightspace®</b> is a content management system that provides the interactive interface for students to access course materials, communicate with instructors and other students, and to upload homework assignments. The Brightspace® site includes the syllabus as well as other course materials. Your first assignment is a brief orientation to Brightspace®, which explains how to navigate the Brightspace® framework, how to locate your learning materials, and how to access the tools and features that you will need to be successful in a face-to-face class that utilizes technology. If you have technical issues with Brightspace, please contact our IT helpdesk at <a href="mailto:UMAHelp@maine.edu">UMAHelp@maine.edu</a> or 621-3475.</p>												
STUDENT RESPONSIBILITIES:	<p>Complete each of the activities in the Internship Timeline: Finding an Internship, Applying for the Internship, Preparing for the Internship, During the Internship, and Completing the Internship.</p>												
GRADING CRITERIA:	<p>The grading criteria for CIS380 is as follows:</p> <table border="1"> <thead> <tr> <th>Evaluation Criteria</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td><b>IT Project</b></td> <td>40%</td> </tr> <tr> <td><b>Reflective Journal</b></td> <td>20%</td> </tr> <tr> <td><b>Report</b></td> <td>20%</td> </tr> <tr> <td><b>Presentation</b></td> <td>10%</td> </tr> <tr> <td><b>E-Portfolio</b></td> <td>10%</td> </tr> </tbody> </table> <p>A 94-100%, A- 90-93%, B+ 87-89%, B 83-86%, B- 80-82%, C+ 77-79%, C 73-76%, C- 70-72%, D+ 67-69%, D 63-66%, D- 60-62%, F below 60%.</p>	Evaluation Criteria	Weight	<b>IT Project</b>	40%	<b>Reflective Journal</b>	20%	<b>Report</b>	20%	<b>Presentation</b>	10%	<b>E-Portfolio</b>	10%
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COMMUNICATION:	<p>Students are encouraged to ask questions or make comments and/or suggestions. This helps you reinforce your learning and maximize your learning experience. The Brightspace® content management system is available for student chat discussions, email communication, and to view course announcements.</p> <p>For purposes of this class, communication is defined as interactively engaging with the instructor, contacting the instructor via email or phone if you have questions outside of class, and responding to the instructor's emails or phone calls.</p>												

ACADEMIC INTEGRITY:	The work completed by the student intern is expected to parallel or exceed job performance expectations. These expectations include responsibility, productivity, professionalism, and well-defined IT skillsets.
CLASS WITHDRAWALS:	Before withdrawing from a class, students are encouraged to contact the instructor. The instructor may be able to offer an alternative to dropping the class. Ultimately, if a student finds it necessary to withdraw from a class, students must follow school policy. Students who just stop attending a class, but who have not officially withdrawn, will receive a grade based on work completed up until the last date of attendance. Most often, this results in a failing grade. <b>Students are not automatically withdrawn from a class.</b>
INCOMPLETES:	Awarding of the grade of Incomplete is at the discretion of the instructor. Incomplete grades will be granted only under unusual circumstances which prevent a student from completing the course during the semester in which the student is enrolled. The student must request the grade of incomplete from the instructor prior to the end of the semester. Not all requests will be approved. Incompletes must be made up by the end of the next semester or by a specified time that is jointly agreed upon by the instructor and student. Otherwise, the student will receive the grade he or she has earned based upon the course work completed.
ACCESSIBILITY:	If you have a disability which may affect your ability to participate fully in this course, it is your responsibility to request accommodations promptly. Contact the Learning Support Services Office on your campus, or Coordinator of Student Services at your campus or center to discuss possible assistance. Accommodations must be requested each semester, and are not provided retroactively. ( <a href="http://www.uma.edu/disabilityservices.html">http://www.uma.edu/disabilityservices.html</a> )
TITLE IX:	The University of Maine at Augusta is committed to providing an environment free of violence and harassment based on sex and gender. Such civil rights offences are subject to the same accountability and support as offences based on race, national origin, etc. If you or someone else within the UMA community is struggling with sex discrimination, sexual harassment, sexual assault relationship violence, or stalking you can find the appropriate resources at: <a href="https://www.uma.edu/titleixinfo.html">https://www.uma.edu/titleixinfo.html</a> .