California University of Pennsylvania  
Guidelines for New Course Proposals  
University Course Syllabus  
Approved: 4/26/04

Department of Mathematics and Computer Science

A. Protocol

Course Name: Internship  
Course Number: CIS 419  
Credits: Variable credits (1-15) depending on the length of the internship and the number of hours devoted to the internship.  
Prerequisites: Students should have completed 64 credits with a good QPA plus have sufficient background to meet the needs of the particular internship in which they will be participating.

B. Objectives of the Course

Upon completion of this course the student will be able to:

a) Have experienced "hands-on" training in a computing work environment.
b) Have had an opportunity to apply her/his education to computer applications in the workplace.
c) Have gained valuable work experience that will enhance her/his career opportunities.
d) Have been provided with an insight into the various aspects of computing disciplines in the workplace.
e) Have been assisted in determining her/his likes and dislikes in the computing discipline.
f) Have been helped in assessing her/his goals and aspirations in the computing field.

C. Catalog Description

This course is designed for majors in the computing-disciplines, who are seeking work experience in a related area. This intern experience will enable the student to apply her/his educational background in their field to a real work place. The internship will provide the student with the valuable experience that should enhance the student's job opportunities upon graduation. Prerequisite: Students should have completed 64 credits with a good QPA plus have sufficient background to meet the needs of the particular internship in which they will be participating. Variable credits (1-15) depending on the length of the internship and the number of hours devoted to the internship.

D. Outline of the Course

The experiences gained in a computing discipline varies greatly from site to site. Since there are a variety of sites doing different technological and systems applications, it would be impossible to present a general course content outline of these experiences. The Intern Director works closely with the student in placing her/him in the work related area.

E. Teaching Methodology

Since this is a work experience activity, the methodology of "learning by doing" is employed. The student is placed under the direction of a supervisor who then situates the student in work related activities to enhance the student's overall education so that he/she can, in turn, become a productive part of that organization.

F. Text
N/A

G. Assessment Activities

A student must present to the faculty internship director a written and detailed summary of her/his activities during the internship. The supervisor also presents a written evaluation to the Intern Director that states how well the student performed her/his assigned duties. A grade (A, B, C, D, or F), is then assigned to the student on the basis of these evaluations. The Intern Director will keep in contact with the student during the internship to help with any problem that might arise during that time. The Intern Director in most instances will visit the site and discuss with the supervisor the progress and activities of the student intern.

H. Accommodations for Students with Disabilities

Students with disabilities:

- Reserve the right to decide when to self-identify.
- Must register with the Office for Students with Disabilities (OSD) to receive services.
- Will provide the appropriate notice from OSD for accommodations which specifically involve the faculty.

Students with disabilities receive services from the Office for Students with Disabilities (OSD). The OSD is located in the Azorsky Building, Room 105. The phone number is (724)938-5781. Requests for accommodations should be directed to this office and require the student to submit a completed Accommodation Request Form. Approved accommodations will be recorded on the Accommodation Approval Notice and provided to the student.

I. Supportive Instructional Materials, e.g. library materials, internet access, etc.

N/A

**Additional Information for Course Proposals**

J. Proposed Instructors: Selected faculty from the Mathematics and Computer Science Department Faculty

K. Rationale for the Course

This elective course will provide the student with the opportunity to gain practical experience within their area of study before graduation. This experience will help prepare the student for their future career and also enable industry to experience future graduates of the program. The internship experience can also lead to possible job opportunities for the student.

L. Specialized Equipment or Supplies Needed

None

M. Answer the following questions using complete sentences:

1. Does the course require additional human resources? (Please explain)
   No.

2. Does the course require additional physical resources? (Please explain)
   No. The students are placed in a work environment, typically in industry.

3. Does the course change the requirements in any particular major? (Please explain)
   No. The course is being added to fulfill the requirements of an accredited program.
4. Does the course replace an existing course? (If so, list the course and attach a Course Deletion sheet)
   No.

5. How often will the course be taught?
   Fall, Spring, and Summer.

6. Does the course duplicate an existing course in another Department or College? (If the possibility exists, indicate course discipline, number, and name)
   Yes. Most Departments have an internship or field experience course. Each one is tailored to the specific needs of the major. Each exist so the coordinator can establish a pool of industry sponsors for the internship placements. These sponsors are specific to the field of study and can not be efficiently managed under one course.

N. If this course is to be dual-listed as a graduate and undergraduate course, please provide a rationale for the dual listing of this course.
   No.

O. Please identify if you are proposing to have this course considered as a menu course for General Education. If yes, justify and demonstrate the reasons based on the categories for General Education. The UCC must consider and approve the course proposal before consideration by the General Education Committee.
   No.

P. Attach Approval Form.
Additional Guidelines

The following are additional guidelines that you must follow which will expedite your course proposal. Failure to follow these guidelines will result in the return of the proposal to the department.

1. Be sure that your proposal is in the correct format (Guidelines for New Course Proposals) and that all questions have been completely answered.

2. Be sure that you have completed and attached the Application to Establish a New Course form and that the appropriate signatures have been affixed.

3. Be sure that you include an updated advisement sheet for any course that is being required by the department or is classified as a restricted elective. In addition, you must include copies of the current advisement sheet(s) with your proposal. Be certain that all advisement sheets affected by the proposed course change be included with your proposal. A short memo indicating the changes to the advisement sheet(s) and rationale must be attached.

4. When submitting materials for consideration by the Curriculum Committee, you must provide 20 copies of each item to be reviewed to the Chairperson.

5. All completed items must be in the hands of the Chairperson of the Curriculum Committee a minimum of one week prior to the next regularly scheduled meeting.

6. All courses that are to be dual listed must include the rationale.

7. Any department requesting a course name change must also submit a course number change as well. Submit this request on the Application to Establish a New Course Form.

8. New advisement sheets, major proposals, minors, or changes to advisement sheets will become effective the fall semester following committee approval. The advisement sheets must also include the committee approval date at the bottom and the effective date on the advisement page. Submit this request on the Advisement and / or Program Changes form.

9. New courses will become effective the semester following committee approval.

10. Any references listed must be in the appropriate bibliographic format for the discipline.