I.  General Information

| 1 | Course Code | CS3910 |
|---|---|---|
| 2 | Course Name | Computer Science Internship |
| 3 | Prerequisite Course | (CS 2413 or CS 2414 and CS 2813 or Math 2513) and permission of instructor |
| 4 | Name(s) of Academic Staff | Coordinator: Mansoor Abdulhak Email: m.hak@ou.edu<br>Assistant: Email: |

II.  Definition

| Item | Definition |
|---|---|
| Internship | An internship is a planned work experience for ONE Academic Semester related to the student personal career and academic goals. |
| Internee | Any CS (Computer Science) Students who would like to earn (1, 2, or 3) credits for their internship experience. |
| Workplace | Any Company or Organization provides an environment where Internee can work with a team who are engaged in the design, creation, testing, maintenance (changing, modifying, and updating software artifacts based on change requests), and/or improvement of software applications, systems, and/or technology solutions. |
| Internship Supervisor | The Internship Supervisor is the Workplace representative who will provide the Internee Job Description & Evaluate the Job Performance at the workplace. |
| Internship Coordinator | The internship instructor or coordinator is a representative of School of Computer Science at OU who will check the job description and give enrollment permission for the Internee |
| Credit Hour | 1. 1 Credit = Minimum 04 hours/week for 15 weeks<br>2. 2 Credit = Minimum 08 hours/week for 15 weeks<br>3. 3 Credit = Minimum 12 hours/week for 15 weeks |

III.    Introduction

Welcome to the Internship Course! This course is like a hands-on adventure where you get to use what you have learned in class and apply it to real jobs. We have set it up to help you go from student to workplace ready. The main idea is to give you a chance to see how things work in the real world. You will team up with professionals, learn cool stuff, and get a feel for what your future job might be like. During the internship, we want you to get better at the techie stuff, learn how to work well with others, and understand what it is like in a real job. This course is exclusively designed for students enrolled in Computer Science.

IV.    Objectives

To offer students practical work experience

To enhance students' technical proficiency

To empower students to cultivate effective collaboration in an industry setting.

V.    Grade Guideline

During the internship period, the student will maintain A.2- Weekly Progress Report, endorsed by the internship supervisor. The progress report, along with the supervisor's comments when appropriate, will be provided to the Internship Coordinator every four weeks. These reports will be submitted via Canvas. Upon the internship's completion, the A.3- Job Performance Evaluation Form will also be submitted to the Internship Coordinator via Canvas. Additionally, the intern, who is earning 3 credits, will present the lessons learned to the coordinator to fill A.4- Internship Coordinator Presentation Evaluation Form. The Internship Coordinator's evaluation of the progress reports, job performance evaluation, and presentation will determine the student's grade. The approved grade for an internship is either an S (Satisfactory) or U (Unsatisfactory).

VI.     Internship Schedule

| Steps | Internship Schedule | Period | Person In Charge | Approval | Resources |
|---|---|---|---|---|---|
| # | New Internship | | | | |
| 1. | Identify the Workplace & the Internship Supervisor | One Month before semester start | Internee | Internship Supervisor | Offer Letter |
| 2. | Complete the Internship Request Form | Two Weeks before semester start | Internee | Internship Supervisor | A.1-Internship Request Form |
| 3. | Send the Internship Request Form for approval | One Week before semester start | Internee | Internship Coordinator | |
| 4. | Complete the Weekly Progress Report for approval | Weekly from the semester start | Internee | Internship Supervisor | A.2- Weekly Progress Report |
| 5. | Complete the Job Performance Evaluation Form | Week 15 from the semester start | Internship Supervisor | Internship Coordinator | A.3- Job Performance Evaluation Form |
| 6. | Present your work experience** | Week 15or16 from the semester start | Internee | Internship Coordinator | A.4- Internship Coordinator Presentation Evaluation Form |
| 7. | Grade the internship | Week 16 | Internship Coordinator | | Grade Guideline |

VII.    Exceptional Cases

In situations where the standard guideline cannot be followed due to external constraints, such as a company's refusal to sign required internship documentation, alternative measures will be implemented. Students facing such challenges must inform the course instructor immediately and provide proof of the company's policy or communication indicating their refusal. The student must submit a detailed report, up to two pages, outlining the lessons learned during the internship. This report will serve as a substitute for the missing documentation and will be used to assess the student's performance and alignment with the program's objectives.

VIII.    University Policies

| | | |
|---|---|---|
| 1 | Land Acknowledgement | The University of Oklahoma recognizes the historical connection our university has with its indigenous community. |
| 2 | Academic Integrity | See Academic Integrity Policy |
| 3 | Religious Observance | See Faculty Handbook 3.15.2 |
| 4 | Accommodation of Disabilities | To discuss potential accommodations, please contact the ADRC at 730 College Avenue, (ph.) 405.325.3852, or adrc@ou.edu. |
| 5 | Title IX | See Resources and Reporting Requirement |
| 6 | Adjustments for Pregnancy/Childbirth Related Issues | Contact me or the Accessibility and Disability Resource Center at 405/325-3852 as soon as possible. Also, see the Institutional Equity Office FAQ on Pregnant and Parenting Students' Rights for answers to commonly asked questions. |
| 7 | Final Exam Preparation Period | See Faculty Handbook 4.10 |
| 8 | Weather Safety Information | See Information |
| 9 | Emergency Protocol | See Procedures |
| 10 | Severe Weather | 1.    **Look** for severe weather refuge location maps located inside most OU buildings near the entrances<br>2.    **Seek** refuge inside a building. Do not leave one building to seek shelter in another building that you deem safer. If outside, get into the nearest building.<br>3.    **Go** to the building's severe weather refuge location. If you do not know where that is, go to the lowest level possible and seek refuge in an innermost room. Avoid outside doors and windows.<br>4.    **Get** in, Get Down, Cover Up<br>5.    **Wait** for official notice to resume normal activities.<br>Weather Safety Information |
| 11 | Armed Subject/Campus Intruder | 1.    **Avoid**: If you believe you can get out of the area WITHOUT encountering the armed individual, move quickly towards the nearest building exit, move away from the building, and call 911.<br>2.    **Deny**: If you cannot flee, move to an area that can be locked or barricaded, turn off lights, silence devices, spread out, and formulate a plan of attack if the shooter enters the room. |

| | | |
|---|---|---|
| | | 3.      **Defend**: As a last resort fight to defend yourself. visit OU's Active Shooter page |
| 12 | Fire Alarm/General Emergency | 1.      **LEAVE** the building. Do not use the elevators. 2.      **KNOW** at least two building exits 3.      **ASSIST** those that may need help 4.      **PROCEED** to the emergency assembly area 5.      ONCE safely outside, **NOTIFY** first responders of anyone that may still be inside building due to mobility issues. 6.      **WAIT** for official notice before attempting to re-enter the building. OU Fire Safety on Campus |
| 13 | Mental Health Support Services | If you are experiencing any mental health issues that are impacting your academic performance, counseling is available at the University Counseling Center (UCC). The Center is located on the second floor of the Goddard Health Center, at 620 Elm Rm. 201, Norman, OK 73019. To schedule an appointment call (405) 325-2911. For more information, please visit University Counseling Center  University Counseling Center |

IX.    Attachments

    a.  A.1-Internship Request Form
    b.  A.2-Weekly Progress Report
    c.  A.3-Job Performance Evaluation Form
    d.  A.4- Internship Coordinator Presentation Evaluation Form

**The UNIVERSITY of OKLAHOMA**
**GALLOGLY COLLEGE OF ENGINEERING**
**SCHOOL OF COMPUTER SCIENCE**

| A.1-Internship Request Form | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Internee Details** | | | **Workplace Details** | | | **Internship Advisor Details** | | |
| Name: | | | Name: | | | Name: | | |
| Sooner ID | | | Website: | | | Job Title: | | |
| Email: | | | Phone: | | | Email: | | |
| **Select Credit Hours with (√)** | | | **Start Date:** | | | **End Date:** | | |
| 1 | 2 | 3 | | | | | | |

| Job Description Details: | Program Outcome | | | | | |
|---|---|---|---|---|---|---|
| 1: Tasks Need to be filled by the Internship Advisor.<br>2: Select one or more task outcomes of each task with (√)<br>3: All Tasks Should cover a minimum of Four Outcomes | **Problem Solving** | **Solution Development** | **Communication** | **Decision-Making** | **Collaboration** | **Application** |
| | Understand and solve complex computing problems | Create, build, and assess computing solutions | Communicate clearly and confidently | Make responsible decisions | Work well within a team | Apply computer science algorithms to create practical solutions. |
| Task 1: | | | | | | |
| Task 2: | | | | | | |
| Task 3: | | | | | | |
| Task 4: | | | | | | |
| Task 5: | | | | | | |

| **Internee Signature** | **Internship Advisor Signature** | **Internship Coordinator Approval** |
|---|---|---|
| | | |

| **A.2- Weekly Progress Report** | |
|---|---|
| Logbook Week _____     Number of hours _____ | Logbook Week _____     Number of hours _____ |
| Tasks Preformed: | Tasks Preformed: |
| Internship Supervisor Approval & Comments | Internship Supervisor Approval & Comments |
| Logbook Week _____     Number of hours _____ | Logbook Week _____     Number of hours _____ |
| Tasks Preformed: | Tasks Preformed: |
| Internship Supervisor Approval & Comments | Internship Supervisor Approval & Comments |

*Print this page to cover all 15 Weeks.

| A.3- Job Performance Evaluation Select (√) | | | |
|---|---|---|---|
| Item | Satisfactory | Unsatisfactory | Comments |
| Task Execution and Quality | | | |
| Initiative and Proactiveness | | | |
| Communication and Collaboration | | | |
| Time Management and Dependability | | | |
| Internship Advisor Signature | | Internship Coordinator Approval | |

| A.4- Internship Coordinator Presentation Evaluation Form | | | | |
|---|---|---|---|---|
| **Internee Details** | **Workplace Details** | | **Internship Advisor Details** | |
| Name: | Name: | | Name: | |
| Sooner ID | Website: | | Job Title: | |
| Email: | Phone: | | Email: | |
| **Presentation Date:** | | | | |
| | | | | |
| **Item** | **Satisfactory** | **Unsatisfactory** | **Comments** | |
| Presentation Content | | | | |
| Delivery and Communication | | | | |
| Answering Questions | | | | |
| | | | | |
| **Internship Coordinator Approval** | | | | |