

# CS 699 Computer Science Internship Syllabus and Information

Note: Some aspects of the course are coordinate with CS 499 Senior Seminar. See the online content for that course as needed.

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## General Information

### Contact Your Instructor

**Name:** *Jeff Kinne*

**Email:** *jkinne@cs.indstate.edu*

**Phone:** *(812) 237-2136*

**Office:** *A-129 Root Hall*

### Administrative Information

**International Student Visa Requirements** International students have restrictions as to where and when an internship can be performed. The following restrictions apply.

- Must be registered full time (9 credits) unless it is a semester break (summer session).
- Work 20 hours or less per week during the regular academic term (fall and spring). Can work more during the summer.
- In order to do an internship experience off campus, the following additional restrictions apply to international students.
  - Must be registered for CS 699 for 3 credits.
  - Have been a full-time student for at least one academic year.

**Credit Hours** To be counted as an internship for X credit hours, students should work at least 30\*X hours in the internship. For a 3 credit hour internship, the student should normally work at least 90 hours. The type of work must be approved by the student's advisor ahead of time.

**Final Report and Presentation** Students who complete CS 699 are required to submit a report at the conclusion of the internship experience, and are required to offer to give a short presentation to the department about their experience (especially in relation to computer science skills used or developed during the experience).

**Nature of Work** For an internship experience to be approved, the work must be directly related to computer science. Positions that entail programming are normally approved. Positions that do not entail programming but instead involve systems administration are considered on a case by case basis.

**Internships within the Department** For those who want to take CS 699 for credit by doing work inside of the department (normally unpaid), the following are some options that are normally approved.

- Running workshops on topics not covered in courses for CS students. Topics could include a particular programming language, development environment, algorithms, useful tools, etc. The topic must be approved by the instructor.
  - Some current options to explore -
    - <https://www.google.com/edu/cs/>
    - Programming in environments not always offered in our courses - .Net, Java/Android, Objective C/Swift iOS, R
    - Using/configuring systems that are of current interest - Hadoop,
    - Programming/software open-source toolkits - machine learning, game creation
- Volunteering in the Unix programming lab to keep it open and maintain the machines.
- Running discussion/problem sessions for introductory CS courses.
- Helping with grading and assignments in a particular CS course. Note that assisting with grading requires approval by the department chairperson and a completed FERPA form on file.

## Lecture, Exam, Office Hours

**Lecture:** *none, course is arranged with instructor*

**Exam:** *none, student presents a final report instead*

**Instructor Office Hours:** *W 9-10am, 1-3pm during Fall/Spring semester, by appointment during summer*

## Prerequisites

Admitted to the graduate program and approval of advisor. Internships are normally performed during the last academic year of the program. Off-campus internships are normally done during the summer after the student has completed one semester on campus, and not during the final semester of study.

## Standard text

The course does not use a textbook.

## Course Announcements

Announcements regarding the course will be made both during class and via email to your @sycamores.indstate.edu email address. You should regularly check this email account or have it forwarded to an account that you check regularly. You can set the account to forward by logging into your indstate.edu email from Internet Explorer (the "light" version of the webmail client that opens up from Firefox or Chrome does not give the option to forward email).

## Classroom conduct

You may not use cell phones, iPods/music players, etc. during class. You should be civil and respectful to both the instructor and your classmates, and you should arrive to class a few minutes before the scheduled lecture so you are ready for lecture to begin on time. You may use your computer during class if you are using it to follow along with the examples that are being discussed. You may not check email, facebook, work on other courses, etc. during class.

## Course Description

The catalog description for this course is

“Coordinated computer science work experience in business/industry or equivalent project work within the department. A comprehensive written report of the experience, including documented samples of software developed by the student, is required.”

Experience working on projects outside of the classroom can be a key step in a student's development. The work of the student will be coordinated with their advisor, and a project report will be given at the conclusion of the experience. Students who do not arrange for outside experiences will be given the option to perform a project within the department to satisfy the requirement.

## Grading and Assignments

The students of this course have the following responsibilities: coordinate with advisor and project supervisor, maintain communication with advisor during the experience, and submit a report to the advisor at the conclusion of the experience.

The course is graded pass/fail.

As part of the experience, the student should develop a resume and apply for a job. Students performing an internship experience within the department will apply to work on an area they are interested in. As part of the internal application process, students will be interviewed and evaluated by the course instructor.

## CS Course Policies

Note that this course follows all standard CS course policies. In particular, (a) cheating/plagiarism by graduate students (for courses with graduate students) results in an F in the course, (b) missing 20% of the classes results in an F for any student, and (c) there will be no makeup exams. See <http://cs.indstate.edu/info/policies.html> for details.

## Blackboard

This course does not use a blackboard.

## Academic Integrity

Please follow these guidelines to avoid problems with academic misconduct in this course:

- **Project Report:** You should properly cite all sources and collaborators in your project report. You should not claim any work as your own that is not your own.

If cheating is observed I will file a Notification of Academic Integrity Violation Report with Student Judicial Programs, as required by the university's policy on Academic Integrity. A student who is caught cheating twice (whether in a single course or different courses) is likely to be brought before the All-University Court hearing panel, which can impose sanctions up to and including suspension/expulsion. See the <http://www.indstate.edu/sjp/docs/code.pdf> and

<http://www.indstate.edu/academicintegrity/> for more information.

Please ask the instructor if you have doubts about what is considered cheating in this course.

## Special Needs

If you have special needs for the classroom environment, homeworks, or quizzes, please inform the instructor during the first week of classes. If you have any such needs, you should go to the Student Academic Services Center to coordinate this. See

<http://www.indstate.edu/sasc/programs/dss/services.htm> for more information.

## Disclosures Regarding Sexual Misconduct

Indiana State University fosters a campus free of sexual misconduct including sexual harassment, sexual violence, intimate partner violence, and stalking and/or any form of sex or gender discrimination. If you disclose a potential violation of the sexual misconduct policy I will need to notify the Title IX Coordinator. Students who have experienced sexual misconduct are encouraged to contact confidential resources listed below. To make a report or the Title IX Coordinator, visit the Equal Opportunity and Title IX website:

<http://www.indstate.edu/equalopportunity-titleix/titleix>.

**The ISU Student Counseling Center** – HMSU 7<sup>th</sup> Floor | 812-237-3939 |  
[www.indstate.edu/cns](http://www.indstate.edu/cns)

**The ISU Victim Advocate** – Trista Gibbons, [trista.gibbons@indstate.edu](mailto:trista.gibbons@indstate.edu)  
HMSU 7<sup>th</sup> Floor | 812-237-3939 (office) | 812-230-3803 (cell)

**Campus Ministries** - United Campus Ministries | 812-232-0186  
<http://www2.indstate.edu/sao/campusministries.htm>  
[www.unitedcampusministries.org](http://www.unitedcampusministries.org) | [ucminister2@gmail.com](mailto:ucminister2@gmail.com)  
321 N 7<sup>th</sup> St., Terre Haute, IN 47807

**For more information on your rights and available resources**  
<http://www.indstate.edu/equalopportunity-titleix/titleix>