COMP SCI/STAT 403 | Internship Course in Comp Sci and Data Science

Course Information

Description
Enables students with outside internships to earn academic credit connected to their work experience related to the Computer Sciences or Data Science Major.

Prerequisite(s)
Consent of Instructor

Breadths
LAS Credit | Intermediate Level

Instruction Mode
Online

Department and College
Departments of Computer Sciences and Statistics | College of Letters & Sciences

Term Dates
Fall 2021 semester: Wednesday September 8, 2021 – Wednesday, December 15, 2021
Canvas Course: https://canvas.wisc.edu/courses/273380

Credit and How Credit Hours are Met
This course is 1 credit. Students will be expected to spend one hour participating in asynchronous course and course activities and 2 hours per week on assignments in addition to their internship requirement. This will include weekly discussion topics and responses, weekly journal reflections, and a final project.

Instructors
Lead Instructor: Mollie Stolbov
Assistant Instructor: Sara Rodock

Office Hours
Instructors will participate in the online discussions by responding to student posts and provide written feedback on journals and assignments each week in addition to office hours. Student can also ask questions or schedule an alternate appointment time through email.

Why an Internship in a Liberal Arts Education?
Internships can be an integral part of a liberal arts education. Students in majors such as computer sciences and data science often focus on building their technical skills through their major coursework. Hip-impact practices, such as an internship, can be an ideal way for students to practice their important technical skills, but also build upon broader skills such as oral and written communication, critical and creative thinking, teamwork, problem solving, and field specific information literacy. Internships are one of the recommended high-impact practices suggested in the Association of American Colleges and Universities LEAP (Liberal Education and America's Promise, https://www.aacu.org/leap) initiative.

For a number of students, they must pair a critical experience like an internship with the opportunity to gain credit. In particular, this is very important for students studying in the US on an F-1 visa and who wish to take advantage of the Curricular Practical Training employment authorization (https://iss.wisc.edu/employment/f1-employment/f-1-curricular-practical-training-cpt/).

Grading and Course Materials

Course Learning Outcomes

1. Understand the challenges and opportunities in Computer Sciences and Data Science professions
2. Be prepared to find, apply and interview for a job and/or additional education
3. Articulate your career goals and long-term trajectory

Assignments

- Module assignments
    - Journal (due weekly on Monday at 11:59 pm central for the previous week, i.e., 11:59pm September 13 for the September 8 week topic). Journals are expected to have at least 200 words or more, not including the prompts.
    - Discussion topics (due weekly on Monday at 11:59 pm central). Initial discussion posts should be at least 100 words, not including the prompt.
    - Comments on discussion posts (due weekly on Monday at 11:59 pm central)
- Final project pre-work (due November 22 at 11:59 pm central)
- Final project (due December 13 at 11:59 pm central), select one
    - Resume and cover letter
    - Graduate school statement of interest and CV
    - Mock interview
    - Informational interview
    - Career development or networking event

Module Assignments

There is a total of 14 weeks of the semester and 13 modules. For each module students will need to complete readings, utilize resources, or watch videos and then provide a journal entry (private) and discussion post (public) based on provided prompts. Students will also need to provide feedback on at least one of their peer's discussion post as well per module.

Each completed module (journal, discussion, and comments) is worth 2 points. A minimum of 24 points, plus the final project pre-work, and the final project, is required to receive an A. Students are expected to spend about 3 hours per week on the weekly topic materials, journal, discussion, and comments on discussion. Module assignments that do not address the provided prompt or are short of the minimum word requirement will receive a zero and students will have the opportunity to resubmit the assignment for 1 point.

All module assignments are due by 11:59 pm on Monday for the previous week.

Late complete module assignments will be given 1 point. The due date for all late modules is December 15 at 11:59pm. Incomplete modules, meaning they are missing one of the required pieces, don't meet the word minimums, or don't address the prompt are worth zero points.

Students who have a significant personal issue should contact the instructors by noon on Friday to make arrangements due to very unique circumstances for late work with full credit.

Final Project and Pre-Work

Student must submit their final project pre-work by November 22 and their final project by December 13 at 11:59 pm. Late final project pre-work will be accepted through December 6 and final projects through December 15 at 11:59pm. However, the student's final grade will be reduced by one grade (e.g., from an A to AB) if the final project pre-work or the final project is submitted by the late deadline.

Additional details regarding each of the final projects and the required pre-work is available on Canvas.

Final Grades

Grade	Grade Breakdown
A	Final project, final project pre-work, 24 module points
AB	Final project, final project pre-work, 22 module points
B	Final project, final project pre-work, 20 module points
BC	Final project, final project pre-work, 18 module points
C*	Final project, final project pre-work, 16 module points OR no final project, 24 module points
D	Final project, final project pre-work, 13 module points OR no final project, 20 modules points
F	No final project and less than 20 module points

Students who do not complete the final project will not be able to get higher than a C for the course regardless of their total module points.

There are no exams in this course.

Required Text: None. Readings will be assigned based on course topic.

Participation Expectations

Course topics will be assigned on a weekly basis with the week going from Tuesday (8am) to Monday (11:59 pm) Central Time. Students are expected to complete all assignments by Monday at 11:59pm, Central Time. Assignments can include discussion board reflections, comments, journal writings, video posts, website, etc. All assignments are outlined in the syllabus and will include an assignment guideline, rubric, or additional explanation available in Canvas. Here is a suggested timeframe for organizing your course participation. It is strongly recommended that you do not try to complete everything for a week in a single sitting/day.

5 Day Rhythm Schedule

Students' schedule in gray and instructors' schedule in white.

Tuesday	Wednesday	Thursday	Friday	Monday
Course materials become available at 8am, check the schedule to understand workload for the week Check weekly announcement for additional details	Complete readings and watch relevant videos Review assignments that need to be completed	Make progress on final project Begin exploration of outside resources (website, articles, etc.) that you will need to complete assignments Post initial response to weekly discussion question	Provide required insightful commentary on your peer's posts.	Submit other, non-discussion board assignments Submit weekly journal writing Confirm you have submitted everything
Confirm that all materials launched correctly Posts weekly announcement Begin grading assignments submitted on Monday Contact students who have not submitted assignments or requested an extension	Continue grading	Complete grading on all assignments and provide feedback to students.	Moderate the discussion board, provide commentary as needed	Continue discussion board moderation

Late Assignments

There are no accepted late assignments for full credit (2 points) except for extraordinary circumstances in which the student has reached out to the instructor to make arrangements. All modules can be submitted through December 15 at 11:59 pm central for 1 point. Please see above in the Final Project and Pre-Work for information on late submission for those assignments.

Final Project

As mentioned in the information above, there is a final project due at the end of the semester (December 13 at 11:59 pm central). You are expected to make progress on this throughout the term and there is pre-work for the final project due of November 22 at 11:59pm central.

Grading Timeline

Grading will be completed for the prior week's submitted assignment by 11:55 pm on Wednesday. If a situation arises where this is not possible, instructors will send a communication with an updated grading timeline. Any unsubmitted assignments, that did not have a request for a deadline extension, will be given a zero at this time and will be re-graded if submitted late using the late assignment policy above.

ACADEMIC POLICIES

Academic Integrity

By enrolling in this course, each student assumes the responsibilities of an active participant in UW-Madison's community of scholars in which everyone's academic work and behavior are held to the highest academic integrity standards. Academic misconduct compromises the integrity of the university. Cheating, fabrication, plagiarism, unauthorized collaboration, and helping others commit these acts are examples of academic misconduct, which can result in disciplinary action. This includes but is not limited to failure on the assignment/course, disciplinary probation, or suspension. Substantial or repeated cases of misconduct will be forwarded to the Office of Student Conduct & Community Standards for additional review.

Accommodations for Students with Disabilities

McBurney Disability Resource Center syllabus statement: "The University of Wisconsin-Madison supports the right of all enrolled students to a full and equal educational opportunity. The Americans with Disabilities Act (ADA), Wisconsin State Statute (36.12), and UW-Madison policy (Faculty Document 1071) require that students with disabilities be reasonably accommodated in instruction and campus life. Reasonable accommodations for students with disabilities is a shared faculty and student responsibility. Students are expected to inform faculty [me] of their need for instructional accommodations by the end of the third week of the semester, or as soon as possible after a disability has been incurred or recognized. Faculty [I], will work either directly with the student [you] or in coordination with the McBurney Center to identify and provide reasonable instructional accommodations. Disability information, including instructional accommodations as part of a student's educational record, is confidential and protected under FERPA."

Diversity and Inclusion

Institutional statement on diversity: "Diversity is a source of strength, creativity, and innovation for UW-Madison. We value the contributions of each person and respect the profound ways their identity, culture, background, experience, status, abilities, and opinion enrich the university community. We commit ourselves to the pursuit of excellence in teaching, research, outreach, and diversity as inextricably linked goals.

The University of Wisconsin-Madison fulfills its public mission by creating a welcoming and inclusive community for people from every background – people who as students, faculty, and staff serve Wisconsin and the world."

Religious Observances

UW faculty policy states that mandatory academic requirements should not be scheduled on days when religious observances may cause substantial numbers of students to be absent. Refer to the university's [Academic Calendar](#) for specific information.

Weekly Topics

Week	Module Topic	Course learning outcome	Journal Prompt	Discussion Prompt	Due Date
Sept 8	Module 1: Corse Orientation and Careers in Technology	1, 3	What is your career goal? What are 3 concerns that you have? How does your internship help your future career goals? What are the 3 things you hope to most get from your internship? What is your planned weekly rhythm for this course to ensure that you are successfully participating each week?	Find an article, not used for learning materials about careers in CS or DS. Post a link and discuss why you selected this article.	Sept 13 at 11:59 pm *Also, due September 13 are 2 course related quizzes*
Sept 14	Module 2: What kind of job suits you?	1	What did you learn about your job preferences from the Work Importance Locator? How are your preferences reflected or not reflected in your internship? If you've taken this course previously, what new preferences did you find? If none, why do you think that is?	What are your top 2 Work Importance Locator categories? Do you agree with these? If so, why. If not, what other categories would suit you better? If you've taken this course previously, have your categories changed from when you previously took the course? If so how, if not why do these continue to be your top two?	Sept 20 at 11:59 pm
Sept 21	Module 3: Graduate school	1, 2, 3	Do you see graduate school in your future? Why or why not? What type of program would interest you and how would this help your career goals? Has your internship or having taken this course previously changed your views on graduate school? If so how?	Find a graduate program that seems interesting to you. Post and link and why this one is interesting. Include details like time to degree, costs, funding availability, etc. If you took this course previously, use different programs.	Sept 27 at 11:59 pm
Sept 28	Module 4: Job sectors and types of industries	1	What 3 sectors, domains, or types of industry would suit you best? What are some of the pros and cons for each? If you took the course previously, consider how different (from what you used last time) sectors might suit you are not. How can you take these in to account when conducting your job search? What domain is your current internship in? Does	Taken from the online survey to brainstorm job sectors, domains, or different industry types found in Module 3; you will respond and add different possible employers to 3 of the types and a link to their job posting page. You cannot repeat content already posted or content you posted in a previous term for this course.	Oct 4 at 11:59 pm

			this domain suit you, why or why not?		
Oct 5	Module 5: Skills: resume and cover letter	2	Post the current cover letter and resume you used to get your internship. Based on the learning activities, critique your materials. Write a summary of how you could improve your materials for future use. If you've had feedback from taking this course previously, what have you changed on your resume or CV since taking the class?	Based on the learning activities, what is one common cover letter or resume mistake? Why does this mistake happen? What would you recommend to someone who have this mistake? Do not repeat advice if you took this course previously.	Oct 11 at 11:59 pm
Oct 12	Module 6: Skills: interviewing, behavioral questions	2	Pick one of the provided behavioral questions and write out your answer to this question using the STAR method ideally based on an example from your internship. Why might an employer ask this question? Use a new question if you've taken this class before.	Post a specific skill or trait that you would like to convey to an employer (like attention to detail). Why would this skill be of use to an employer? You cannot repeat content already posted or content used from a previous term.	Oct 18 at 11:59 pm
Oct 19	Module 7: Skills: interviewing, technical questions	2	Thinking about your internship write 5 questions (at least 4 technical) that you would want to ask someone else interviewing for this position. Why did you pick these questions? Select new questions if you've taken the class before.	Find a resource that posts "common interview questions" (can be technical or behavioral). Post a link and critique the questions. Which are good and which are bad. Do not use repeated resources from previous terms.	Oct 25 at 11:59 pm
Oct 26	Module 8: Social identity and workplace culture	1	Reflect upon your experience in your internship, how does your social identity come in to play at work? How does this make you feel? If you've taken this course before, reflect on how this has changed over time in your internship, or your new internship.	Find an article that relates to workplace culture, climate, etc. as it relates to CS or DS. Post the link. What did you learn and why did you pick this article? Do not use repeated resources from previous terms.	Nov 1 at 11:59 pm
Nov 2	Module 9: Ethics	1	Write out an ethical situation that you encountered in the past (in your internship, during school, etc.). Explain the situation and the ethical questions at hand. Did you take action or not? If so, what did you do? If not, what action could have been taken? If you've taken this course before, use a different example.	Review the provided scenarios below. You should summarize the situation and the important ethical considerations. See Canvas for full question.	Nov 8 at 11:59 pm
Nov 9	Module 10: Skills: offers and negotiations	2	Reading through the resources, what are some of the things that are non-	Using the UW access for GoinGlobal*, research information for job search for	Nov 15 at 11:59 pm

			negotiables for you and which areas might you be willing to give a little more in your first job search? How might this change over time? How has your internship helped you in knowing what your non-negotiables are? If you've taken this course before, reflect on how your non-negotiables may have changed from your previous experience. If you are considering working outside the US after graduation, what cultural factors should you consider when negotiating offers?	countries or cities outside of the United States. Then post a summary of advice you would give someone who is interested in living and working in that country or cities. What should they expect? *Instructions to access the site are in Canvas.	
Nov 16	Module 11: Networking	1, 2, 3	Please identify 2 people that you would like to network with (one should be from your internship organization). Who are these people? Why would connecting with them be useful? How might you go about making contact? If you have taken this course before, think of 2 new people.	Reflect on your education or work experience. Who is someone who has served as a mentor for you? What did you gain from this relationship? If you've taken this course before, reflect on different people who may be mentors for you. Do not use repeated content. Or you may reflect on whether or not the original mentors have changed and why.	Nov 22 at 11:59 pm *Also due on November 22 is the Final Project Pre-Work, see Canvas for more details
Nov 23	Module 12: Guest presentations	1, 2, 3	What presentations did you watch and/or attend? What did you learn from the presenter that directly relates to your goals? What questions would you have for the presenter if you had watched them live?	Summarize the presentations you watched and/or attended for others that didn't attend that session. What where your main take away points?	Dec 6 at 11:59 pm *Please note a 2-week span for module 12, no work due the Monday after Thanksgiving
Dec 7	Module 13: Wrap up week and Final Projects	1, 2, 3	How have your career goals changed since the beginning of your internship and this class? What are 3 next steps that you can take to further your career goals and interests after this class? If you've taken this course before, what changes did you enact this semester? Share any new feelings that came up when reflecting.	A friend of yours is graduating and didn't receive any career services help during their undergrad. They have not found a job yet. What advice would you give them? Another friend is an entering freshman, what advice would you give them regarding career exploration as they navigate college? If you have taken this course before you must list different advice than terms.	Dec 13 at 11:59 pm – including the final project