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

Spring 2023

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 programs.

Prerequisite(s)

Consent of Instructor: https://www.cs.wisc.edu/cs-stat-internship-course-403/

Breadths

LAS Credit | Intermediate Level

Instruction Mode

Online

Department and College

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

Term Dates

Spring 2023 semester: Tuesday, January 24th - Friday, May 5th, 2023

Canvas Course: https://canvas.wisc.edu/courses/345760

Credit and How Credit Hours are Met

This course is 1 credit. Students will be expected to spend one hours participating in asynchronous course and course activities and two hours per week on assignments in addition to their internship requirement. This will include discussion topics and responses, journal reflections, and projects.

Instructors

Lead Instructor: Mollie Stolbov

Assistant Instructors: 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. Students 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. High-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 (LO)

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

- Quiz - 2% (due Monday, January 30 at 11:59 pm central), this quiz is to help ensure that you understand the pacing and grading for this course.
- Journals - 25% (due weekly on Monday at 11:59 pm central for the previous week, i.e., 11:59pm January 30 for the January 24 week topic). Journals are expected to have at least 200 words or more, not including the prompts, your name, date, etc.
- Discussion topics - 25% (due weekly on Monday at 11:59 pm central). Initial discussion posts should be at least 100 words, not including the prompts, your name, date, etc.
  - Comments on discussion posts (due weekly on Monday at 11:59 pm central)

- ○ Significant grammatical errors or general unreadability will result in the assignment not being complete
- Mid-term project pre-work - 4% (due Monday March 6th at 11:59 pm central)
- Mid-term project - 20% (due Monday March 27 at 11:59 pm central)
- Final project pre-work - 4% (due Monday, April 17 at 11:59 pm central)
- Final project - 20% (due Monday May 1st at 11:59 pm central), select one

Module Assignments

There are 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 discussion post (public) and sometimes a journal (private) based on provided prompts. Students will also need to provide feedback on at least one of their peer's discussion posts as well per module.

Students are expected to spend about 3 hours per week on the weekly topic materials, journal, discussion, and comments on discussion. A rubric will be posted in Canvas to show how points are allocated for discussion posts and journals. All discussion posts and journals will be graded on a scale of 0-10. Any responses that are rude, sarcastic, inappropriate, demeaning or that are incomprehensible are not acceptable and may result in a grade of zero on the assignment.

All module assignments are due by 11:59 pm on Monday for the previous week. Late work will not be accepted after 3 days, meaning no module assignments will be accepted after 11:59pm (central) on Thursday.

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.

Midterm Project, Final Project and Final Project Pre-Work

Students must submit their midterm project pre-work by March 6th, midterm project by March 27, final project pre-work by April 17 and their final project by May 1 at 11:59 pm. Late work will not be accepted after 3 days. Projects and pre-work assignments will be reduced ½ point for the first day late and then ¼ point for the subsequent days late. **The final project late deadline, with points deducted, is Wednesday, May 3rd. There are no exceptions to this.**

Additional details regarding the midterm project, final project options, and the required pre-work is available on Canvas.

Final Grades

Here is how percentages translate into letter grades.

Grade	Grade Breakdown
A	94-100%
AB	89-93.9%
B	84-88.9%

BC	79-83.9%
C	72-78.9%
D	65-71.9%
F	Under 65%

There are no exams in this course.

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

Students with concerns or questions about their grade standing during the semester are encouraged to contact the instructors.

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	Continue grading Contact students who have not submitted assignments or requested an extension	Complete grading on all assignments and provide feedback to students.	Moderate the discussion board, provide commentary as needed	Continue discussion board moderation

Late Assignments

Late work will not be accepted after 3 days, meaning no module assignments will be accepted after 11:59pm (central) on Thursday. Assignments will be reduced ½ point for the first day late and then ¼ point for the subsequent days late.

Special note: If you add this course late, you will have 5 calendars to complete any past modules you wish to complete for full credit. After 5 calendar days from your enrollment, the previous work will no longer be accepted.

Projects

As mentioned in the information above, there is a mid-term project due March 27 at 11:59PM CST and a final project due at the end of the semester (May 1 at 11:59 pm central). You are expected to make progress on these throughout the term and there is pre-work for both projects (midterm project prework is due March 6 and final project prework is due April 17).

Grading Timeline

Grading will be completed for the prior week's submitted assignment by 11:55 pm on Thursday. If a situation arises where this is not possible, instructors will send a communication with an updated grading timeline.

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 LO	Journal Post	Discussion Post and Response	Due Date
Tues. Jan 24	Module 1: Course Orientation and Careers in Technology	1, 3	Journal post for module 1	Discussion post and response for module 1	Jan 30 at 11:59 pm
Due Sep 12 at 11:59 pm: Course syllabus quiz					
Tues. Jan 31	Module 2: What kind of job suits you?	1	No journal post for module 2	Discussion post and response for module 2	Feb 6 at 11:59 pm
Feb 7	Module 3: Graduate school	1, 2, 3	Journal post for module 3	Discussion post and response for module 3	Feb 13 at 11:59 pm
Feb 14	Module 4: Job sectors and types of industries	1	No journal post for module 4	Discussion post and response for module 4	Feb 20 at 11:59 pm
Feb 21	Module 5: Skills: resume and cover letter	2	No journal post for module 5	Discussion post and response for module 5	Feb 27 at 11:59 pm
Feb 28	Module 6: Skills: interviewing, behavioral questions	2	Journal post for module 6	Discussion post and response for module 6	March 6 at 11:59 pm
Due March 6 at 11:59 pm: Midterm project prework					
March 7	Module 7: Skills: interviewing, technical questions	2	Journal post for module 7	Discussion post and response for module 7	March 20 at 11:59 pm
Please note: no module due March 14 for Spring Break					
March 21	Module 8: Social identity and workplace culture	1	No journal for module 8	Discussion post and response for module 8	March 27 at 11:59 pm
Due March 27 at 11:59 pm: Midterm project					
March 28	Module 9: Ethics	1	Journal post for module 9	Discussion post and response for module 9	April 3 at 11:59 pm
April 4	Module 10: Skills: offers and negotiations	2	No journal post for module 10	Discussion post and response for module 10	April 10 at 11:59 pm
April 11	Module 11: Networking	1, 2, 3	No journal for module 11	Discussion post and response for module 11	April 17 at 11:59 pm
Due April 17 at 11:59 pm: Final project prework					
April 18	Module 12: Guest presentations	1, 2, 3	No journal post for module 12	Discussion post and response for module 12	April 24 at 11:59 pm

Week	Module Topic	Course LO	Journal Post	Discussion Post and Response	Due Date
April 25	Module 13: Wrap up week and Final Projects	1, 2, 3	Journal post for module 13	Discussion post and response for module 13	May 1 at 11:59 pm
**Due May 1 at 11:59 pm: Final project	Late final deadline Wednesday, May 3rd. No exceptions.**					