



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

Fall 2024

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

Fall 2024 semester: September 4 - December 11, 2024

Canvas Course: <https://canvas.wisc.edu/courses/427942>

Credit and How Credit Hours are Met

This course is 1 credit. Students must be participating in an internship that is a minimum of 96 hours total, and within the [CPT time limits and dates](#) for the Fall 2024 semester. Students will be expected to spend one hour

participating in asynchronous course and course activities and two hours per week on assignments in addition to their internship requirement. This will include journal reflections and projects.

Instructors

Lead Instructor: Jinda Moore (jinda.moore@wisc.edu, main point of contact)

Assistant Instructors: Sara Rodock (rodock@wisc.edu)

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 - 4% (due Monday, September 9 at 11:59 pm Central), this quiz is to help ensure that you understand the pacing and grading for this course.
- Journals - 65% (due weekly on Monday at 11:59 pm Central for the previous week, i.e., 11:59 pm on September 16 for the September 10 week topic). Journals are expected to have at least 300 words or more, not including the prompts, your name, date, etc.

- Significant grammatical errors or general unreadability will result in the assignment not being complete
- Final project pre-work - 6% (due Monday, November 18 at 11:59 pm Central)
- Final project - 25% (due Monday, December 9 at 11:59 pm Central)

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 journal post based on provided prompts.

Students are expected to spend about 3 hours per week on the weekly topic materials and journal posts. A rubric will be posted in Canvas to show how points are allocated for journal posts. All journal posts 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 11:59 pm (Central) on Thursday.

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

Final Project and Final Project Pre-Work

Students must submit their final project pre-work by November 18 and their final project by December 9 at 11:59 pm. Projects and pre-work assignments will be reduced 1 point for the first day late and then ½ point for the subsequent days late.

Additional details regarding the 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 (8:00 am) to Monday (11:59 pm) Central Time. Students are expected to complete all assignments by Monday at 11:59 pm, Central Time. Assignments can include journal writings, video posts, websites, 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		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	

Late Assignments

Late work will not be accepted after 3 days, meaning no module assignments will be accepted after 11:59 pm (Central) on Thursday. Assignments will be reduced 1 point for the first day late and then ½ point for the subsequent days late.

Special note: If you add this course late, you will have 5 calendar days 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 final project due at the end of the semester (December 9 at 11:59 pm Central). You are expected to make progress on this throughout the term and there is pre-work for the project (due November 18).

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.

The use of artificial intelligence (AI) tools and applications (including, but not limited to, ChatGPT, DALL-E, and others) for course assignments and assessments does not support the learning objectives of this course and is prohibited. Using them in any way for this course is a violation of the course's expectations and will be addressed through UW-Madison's [academic misconduct policy](#), specifically UWS 14.03(1)b (b) Uses unauthorized materials or fabricated data in any academic exercise.

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	Due Date
Wed. Sep 4	Module 1: Course Orientation and Careers in Technology	1, 3	Sep 9 at 11:59 pm
Due Sep 9 at 11:59 pm: Course syllabus quiz			
Tue. Sep 10	Module 2: What kind of job suits you?	1	Sep 16 at 11:59 pm
Sep 17	Module 3: Graduate school	1, 2, 3	Sep 23 at 11:59 pm
Sep 24	Module 4: Job sectors and types of industries	1	Sep 30 at 11:59 pm
Oct 1	Module 5: Skills: resume and cover letter	2	Oct 7 at 11:59 pm
Oct 8	Module 6: Skills: interviewing, behavioral questions	2	Oct 14 at 11:59 pm
Oct 15	Module 7: Skills: interviewing, technical questions	2	Oct 21 at 11:59 pm
Oct 22	Module 8: Social identity and workplace culture	1	Oct 28 at 11:59 pm
Oct 29	Module 9: Ethics	1	Nov 4 at 11:59 pm
Nov 5	Module 10: Skills: offers and negotiations	2	Nov 11 at 11:59 pm
Nov 12	Module 11: Networking	1, 2, 3	Nov 18 at 11:59 pm
Due Nov 18 at 11:59 pm: Final project prework			
Nov 19	Module 12: “Guest” presenter	1, 2, 3	Nov 25 at 11:59 pm
Nov 26	Module 13: Wrap up week and Final Projects	1, 2, 3	Dec 9 at 11:59 pm
No assignments due Dec 2			
Due Dec 9 at 11:59 pm: Final project			