Course Learning Agreement: CS 1901

(As of 11/2022, subject to change)

Instructor

Dr. John Ramirez, ramirez@cs.pitt.edu

Course Information

Description: Students are given the opportunity to gain experience in an 'on-the-job' setting in which they receive practical experience in a supervised training environment. Students work with a technical industry supervisor to perform most of their work outside of class. Students are also asked to submit a technical report on their work and research activities through which they gain experience in technical writing.

Course Requirements: Must submit an internship for credit via Handshake prior to it beginning and before add/drop ends for the semester interning. Must provide updates to a faculty sponsor throughout the internship (per their preferred method/frequency) and fulfil the academic components of the course.

Credits: 1 – 3 credits

Grade Component: Satisfactory/No Credit

Course Deliverables

Internship Check-ins

The faculty sponsor determines the frequency and format of the check-ins the student is required to make throughout the internship experience. Faculty sponsors note this in the survey they complete during the approval process, but if any changes are needed, they will contact the student directly.

Final Evaluation

You will need to respond to the following prompts at the end of your internship:

Internship Details

- Rate your overall internship experience (Excellent, Good, Average, Poor, Terrible)
- Where did you learn about the internship?
- Would you recommend this employer to other students? (Yes, Maybe, No)
- What was the work environment like? (In-person, Hybrid, Remote)
- Why were you initially interested in working with this employer?
- What were you initially tasked with doing?
- Did your responsibilities change during the internship? (Yes, No) If yes, please describe the new responsibilities
- What technical skills have you gained? How will they help you in your career?
- What did you learn at Pitt which helped you in your internship?
- What could you have learned (in the classroom or outside) that would have helped you in your internship?
- How would you rate your preparedness in the following career readiness areas? (sample skills will be provided)
- What do you see as your most important competencies for future development? Your greatest strengths?
- Any additional comments you'd like to share with the course instructor?

Final Reflection (written report minimum of 8 pages in length, double-spaced, 12-pt font in .doc, .docx, .pdf format)

- Briefly describe the internship experience (company, title, working environment)
- Include a detailed explanation of the technical aspects of the experience (explain at least 1-2 example projects/tasks/achievements)
- Include a personal discussion of your experience (what was the environment like, how did you like it, do you think it met your expectations, etc.)
- Please feel free to include elements from your final evaluation

How to Complete: To complete the evaluation, access the link through your Pitt email – you should receive an alert 14 days before the semester ends. If you do not, please log-in to Handshake and navigate to the Experiences tab under Career Center. You should see a notification there prompting you to complete the evaluation and upload your report.

Internship Site: Your internship supervisor will also be required to submit an evaluation, which they have the option of sharing with you. If they're unable to complete third-party forms, they must submit a letter of internship completion and you should submit an internal/company final evaluation form (if possible) to the Manager of Experiential Learning for review.

Deadlines: Students and their internship supervisors must submit a final evaluation prior to the end of finals week (regardless of when the internship ends) to be reviewed by their course instructor. Any major discrepancies between the learning goals agreed upon in the application and the final evaluations could impact the final grade.

Course Agreement

Internship credit is contingent upon the fulfillment of the course deliverables listed on this agreement and the internship responsibilities submitted in the initial application. If those deliverables are not completed for whatever reason (including, but not limited to, the employer changing your duties), you may no longer be eligible for internship credit. If this happens, please consult your faculty sponsor immediately to receive guidance.