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| **Computer Information Technology Internship Coordinator** | Justin Hodges  Internship & Career Services Office  Brigham Young University-Idaho | Office  E-mail  Room# | (208) 496-9825  [cpseinternships@byui.edu](mailto:cpseinternships@byui.edu)  Manwaring Center 129 |
| **Credits** | **360 hours - 3 credits**  (1 to 2 semesters, at least 7 weeks of the academic semester) | | |
| **Text** | **The student must refer to the syllabus** while performing his or her internship. The syllabus, written assignments, and sample documents can be accessed on **Canvas.** | | |
| **Course Description** | Students will gain a greater vision of becoming business professionals and will establish professional career networking links with the business professionals they meet during their internship. Students will write reports and complete self-evaluations. | | |
| **Course Objectives** | * Increase your professional network – **These assignments are for your benefit. Please take advantage of the opportunity.** * Review and obtain job acquisition skills in resume writing, job portfolio preparation, networking, and interviewing. * Apply academic course principles to professional practice. * Establish career networking links within a business and between businesses. * Receive training and consultation from inside and outside sources to help direct learning progress in various job responsibilities. * Receive compensation and recognition through wages and valuable letters of recommendation from employer. * **Late work will only be accepted based upon any special circumstances of the student. Please email** [**cpseinternships@byui.edu**](mailto:cpseinternships@byui.edu) **for questions about late work.** | | |
| **Internship -Requirements and Qualifications** | The internship is one of the most valuable elements of the degree and should be planned a year or more before the internship is served. When searching for an internship, students should use the following criteria—the bottom line— “Does the internship prepare you for professional work after you graduate?” All advanced internships require a **minimum of 360 total hours** during the semester (or over two semesters).   * + - 1. Intern with a company where future career options exist. Do you want to work long term for this company or a similar company?       2. Intern for an organization with networking opportunities.       3. Intern with a company where skill development opportunities go beyond learning in the classroom. Does the internship provide an opportunity to gain new skills or technologies that will be marketable upon graduation?       4. Intern for a business in which the experience itself is marketable to future employers. Will this experience be something that recruiters will value? | | |

**Grading Scale**

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| 93-100 = A | 87-89.99 = B+ | 77-79.99 = C+ | 67-69.99 = D+ |
| 90-92.99 = A- | 83-86.99 = B | 73-76.99 = C | 63-66.99 = D |
|  | 80-82.99 = B- | 70-72.99 = C- | 60-62.99 = D- |

**DUE DATES & DEADLINES**

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| DUE DATE | ASSIGNMENT | POINTS |
| NOV-23 | DISCUSSION 1- INTRO/HIRING PROCESS | 5 |
| NOV-30 | DISCUSSION 2- COMPANY BENEFITS | 5 |
| DEC-7 | DISCUSSION 3- MANAGEMENT VS. LEADERSHIP | 5 |
| DEC-14 | UPDATED RESUME | 5 |
| DEC-14 | INTERNSHIP REFLECTION | 5 |
| DEC-14 | FINAL REPORT | 5 |
| DEC-14 | TOTAL HOURS QUIZ\* | 70 |

**TOTAL POINTS: 100**

Although completion of all assignments above is required to get a perfect grade in the course, **you *must* complete the total hours quiz and self-evaluation to pass**. Please read through the whole syllabus for more information about extra credit opportunities and in-depth descriptions of each assignment.

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| **Discussion 1- Intro/Hiring Process – 5 Points** |

Take some time to introduce yourself by writing up a me in 30 seconds and explain the hiring process you went through for your internship by answering these questions.

* **Looking for a job**
  + **How did you start looking for a job?**
  + **What tools or techniques did you use?**
* **Interviewing**
  + **What did you do to prepare?**
  + **What was your interview, environment? (Type of questions? Was it in person, or on the phone? Number of interviews?)**
* **Getting Hired**
  + **How long did it take to get notified that you were hired from the interview?**
  + **Did you get an offer letter or notified on the phone?**
  + **What was your first day like at work?**

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| **Discussion 2- Benefits – 5 Points** |

This week’s goal is to find out about your company’s benefits.

* Paid Time off
  + How many days do full time employees get for vacation?
  + How many sick days do you get?
  + How many hours during the day or week are you required to work? Recommended to work? Expected? Can you flex your hours for doctor appointments, etc.
* Health and Insurance
  + How many different health options are there? What do they cover and don’t cover? (HMOs, DMOs, PPOs, etc.)
  + How many different dental options are there? (Delta Dental, etc.) Coverage?
  + How many different eye options are there? (VSP, Delta Vision, etc.) Coverage?
  + What type of issuance does your company offer? (Life, Accidental, Death, etc.) What would be better, your own insurance or the companies?
  + How much of the cost do you have to put in? How much does the company?
* Retirement
  + Does your company have a pension?
  + Does your company offer 401K? How much does the company contribute? And what is there conditions. (i.e. 1st 4% + 2% company, 2nd 2%+ 1% company, next 4% = 1% company)
  + Do you get stock option or other investments from the company, other than 401K/pension?
  + Do you get a yearly bonus?
* Employee Retention
  + What training does your company offer?
  + Does the company offer and encourage it employee to go to conferences?
  + Does your company offer tuition for secondary education (Undergraduate or Graduate)?
  + What discounts, freebee and other things does your company have?
  + How do employee get recognized for outstanding work?

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| **Discussion 3- Management vs. Leadership- 5 points** |

As a student at BYU-Idaho, one of the missions is to become a disciple leader. A disciple is a follower of someone (namely Jesus Christ) or thing/idea. A leader is a person who leads/commands a group. What does that mean to you?

Use these questions below to guide your thoughts for the post.

* What do you admire in others? What characteristic do you like?
* What can’t you stand in others? What characteristics do not like?
* Do you feel that as a person on your project that you are being managed or lead?
* How do you think you could solve some of the problems with the culture of the project?
* How do you think you could be a disciple leader?

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| **Updated Resume – 5 Points** |

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| **Updated Resume Rubric** | |
| **Resume Reviews**   * Include the name, company, title, and *summary* of advice (in your own words) from each reviewer * Reread your summary for grammar and spelling errors.Errors will result in a loss of points for this section | **/2** |
| **Final Resume Quality & Content**   * ***ANY* spelling, grammatical or punctuation errors will result in point deductions** * ***ANY* errors could hurt your chances of receiving a job offer in your future career.** | **/3** |
| **TOTAL POSSIBLE** | **/5** |

Have your resume reviewed by two professionals, whose opinions you value **(family members, current students, or direct supervisors will not count).** THIS EXERCISE IS TO EXPAND YOUR NETWORK AND IMPROVE YOUR RESUME – TAKE ADVANTAGE OF THE OPPORTUNITY**.** Stretch yourself by having industry experts review your resume.

For this report, list the name, company, and title of the individuals who reviewed your resume. In your own words, **summarize the advice that was given and what you have decided to change (or not change) from their advice and why.**

Submit your updated resume with the changes you made to it. Pay close attention to detail when editing your resume. Recruiters and hiring managers will use resumes to filter out potential job candidates. Any spelling or grammatical error can immediately eliminate you from consideration. Review your document very carefully.

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| **Final Write-up – 5 points** |

Write a 300 word paper about the things you learned from reading discussion board posts from your peers. Include these things in your paper:

* How your hiring process was different from others and if you liked that or not.
* How your companies benefits differ from others
* What you learned about leadership from the discussion board that you can apply to your future employment.
* Anything else you would like to include about your internship experience.

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| **Internship Video Reflection – 5 points** |

Reflect on your internship experience by creating a video where you recap on your internship experience. Include things like, what you learned, what you would do differently or what you enjoyed about the internship. This should include audio and visual. It should not be a selfie but can be a PowerPoint where you record yourself talking about your internship.

Canvas may not let you upload the video. If this happens, upload the video to YouTube and copy the link into canvas.

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| **Total Hours – 35 Points** |

**Work the minimum of at least 7 weeks of the academic semester and up to two semester with at least 360 hours.** The hours will be submitted as a pass/fail quiz grade on I-Learn.

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| **Self-Evaluation – 35 Points** |

The self-evaluation will be available on I-Learn through a link in the self-evaluation quiz at least three weeks prior to the end of the semester. At the end of the evaluation you will be given a “completion word,” which you will submit in order to pass the quiz. The quiz will not be worth any points but is required to pass the class.

If you have any questions or issues with your evaluation please contact the internship office TA’s at [cpseinternships@byui.edu](mailto:cpseinternships@byui.edu). Be sure to include your name, I-number, course code, and instructor name in the email.

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| **Extra Credit – submit any time before December 7th** |

**Informational Interview - 5 Points**

This must be with either a high-ranking official in your organization OR with a highly experienced professional in your industry. Family members and current BYU-I students will not count. Possible discussion topics are below:

* Details of their current roles/responsibilities
* The career path taken to get to their current position
* What are the typical entry-level positions in their organization/industry?
* The importance of graduate school in the industry
* Suggested resources to find more information on the industry
* Advice or suggestions for being successful in their industry

**Include in your report:**

* **A summary of what was discussed and the most important things learned**
* **Actions you will take based on what you learned**

**Social Media Post – 5 POINTS**

“Like” the **BYU-Idaho Internship and Career Services** page on Facebook. Create a new post and include the following: a quality picture of yourself at your internship or work, why you believe that your internship helped you, and what you liked about it. **Tag the page in a post** (try typing “@” then “BYU-Idaho Internship and Career Services” right after the “@”), and **use the hashtag #BYUIinternships**. Submit a screenshot of your post in your submission on I-Learn.

**Course Policies**

**Honor Code**

Brigham Young University-Idaho standards are in the student handbook. Student interns are expected and required to abide by the [BYU-Idaho Honor Code](http://www.byui.edu/DeanOfStudents/Honorcode.htm). No cheating or lying will be tolerated. Students are expected to work required hours, complete required assignments, and submit required evaluations by their submission dates; and their supervisors are expected to complete evaluations.

**Disabilities**

BYU-Idaho does not discriminate against persons with disabilities in providing its educational and administrative services and programs, and follows applicable federal and state law. This policy extends to the University’s electronic and information technologies (EIT).

Students with qualifying disabilities should contact the Disability Services Office at [disabilityservices@byui.edu](mailto:disabilityservices@byui.edu)

or 208-496-9210. Additional information about Disability Services resources can be found at <http://www.byui.edu/disabilities>.

**Sexual Harassment**

BYU-Idaho prohibits sex discrimination against any participant in its education programs or activities. Prohibited sex discrimination includes incidents of sexual harassment (including sexual violence), dating violence, domestic violence, sexual assault, and stalking (collectively “sexual misconduct”).

As an instructor, one of my responsibilities is to help create a safe learning environment for my students and for the campus as a whole. University policy requires that I report all incidents of sexual misconduct that come to my attention. If you encounter sexual misconduct, please contact the Title IX Coordinator at titleix@byui.edu or 208-496-9200. Additional information about sexual misconduct and available resources can be found at [www.byui.edu/titleix](http://www.byui.edu/titleix).