CS298P MCS Practicum – Internship (4 Non-Academic Units)

Point of Contact:
Jaclyn Kung, MCS Career Counselor, kungj@ics.uci.edu

Faculty Sponsor:
Dr. Ray Klefstad, MCS Faculty Director

Course Summary:
This course is designed as a companion learning course for MCS students engaged in an internship experience. The goal of the course is to help students enrich their career learning through facilitated analysis and reflection on their work experience and to apply what they are learning in the classroom in a real world business setting.

Course Objectives:
This course is designed to help you develop competencies essential to your ability to effectively navigate and participate in a career work opportunity. Specifically, this course supports the development of your ability to:

• Set goals, self-assess progress, and seek feedback for effective job performance
• Understand the value of relationships and networked connections for career development
• Enhance your understanding of professionalism and workplace behavioral expectations, including the range of what is considered acceptable across organizations and industries
• Articulate your thinking about career and work-life integration to enhance your future professional planning
• Apply the knowledge and skills learned during your MCS course work to a real world set of business problems and issues provided by the internship supervisor
• Practice and understand the skills and techniques necessary to work in a business environment

Course Format:
The format for this course is self-directed over the course of your internship. You are responsible for completing each assignment on time. There are several key components and deliverables including:

• Internship Acknowledgement of Risk & Consent Form
• Internship Learning Plan
• Informational Interview
• Midpoint & Final Internship Evaluations
• Add Internship Experience to Resume & LinkedIn

Grading:
Grading in this course will be Satisfactory/Unsatisfactory. All student assignments must be completed in order to receive a Satisfactory grade. Students who receive an Unsatisfactory grade will not be able to enroll in this course in the subsequent quarter. If you are an International student, this means you may not use CPT to work
in the United States for the remainder of your time at UCI MCS. Please visit mcs.ics.uci.edu for additional requirements.

**Assignments:**

**Summary:**

<table>
<thead>
<tr>
<th>DUE DATES</th>
<th>Completed by Students</th>
<th>Completed by Internship Supervisor</th>
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</thead>
<tbody>
<tr>
<td>Fri, Jun 28</td>
<td>1. Risk &amp; Consent Form</td>
<td></td>
</tr>
<tr>
<td>Fri, Jul 12</td>
<td>2. Internship Learning Plan (ILP)</td>
<td>Memo of Understanding Form (MoU)</td>
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**Detailed Descriptions and Checklists:**

**IMPORTANT REMINDER:** **ALL Student Assignments must be completed and timely submitted to receive a Satisfactory grade for this course. This ensures grades are entered by UCI’s grade submission deadline.**

**Assignment 1: Internship Acknowledgement of Risk & Consent Form**

- Complete the Risk & Consent Form before the due date

**Assignment 2: Internship Learning Plan (ILP)**

- Research shows that the way people make progress is by setting goals. Goals should be SMART, i.e. specific, measurable, achievable, relevant and timely for your duration of your internship. Follow instructions in the ILP to identify your career goals, 2-3 business/team goals, and 2 developmental goals.

- The ILP is meant to be a “working” document, which means you should review your goals periodically throughout your internship to track progress and results. This is true especially for those of you who will be working in an Agile/Scrum environment, wherein your goals may change from one spring to another.

- Review Internship Learning Plan (ILP) instructions
- Complete the ILP - All columns must be filled out except “Results” column
- Review your ILP with your supervisor
- Send your completed ILP to MCS Career Counselor (kungi@ics.uci.edu)

**Assignment 3: Informational Interview Reflection**

- Learn about your host organization through an informational interview with an employee in your department or another division. This will help you network internally, and potentially lead to an additional advocate to support your conversion to be a full-time hire. You will enter your reflection in the Midpoint Internship Evaluation.

- Answer the following questions in the Midpoint Internship Evaluation:
• Who did I conduct an Informational Interview with? (Name/Title)
• What did I learn from speaking with this employee?
• How does what I learned influence my personal opinions and possible future career path?

Assignment 4: Midpoint Internship Evaluation Wed, July 31, 2019

The Midpoint Internship Evaluation will provide you the opportunity to reflect on your internship activities so far, and complete a candid and honest self-assessment of your performance, degree of learning, and career readiness skills.

Your supervisor will also complete a midpoint evaluation to assess you on the same criteria. The goal is for you and your supervisor to review the midpoint evaluations together so both parties can celebrate wins, action plan on areas of improvement, and calibrate expectations for the remainder of your time there.

☐ Complete the Midpoint Internship Evaluation before the due date
☐ Have an open and honest discussion about your Midpoint Evaluation with your supervisor

Assignment 5: Update Resume & LinkedIn with Internship Experience Wed, Sep 11, 2019

☐ Reflect on your projects and tasks completed during your internship and put these achievements in the “Results” column on your ILP
☐ Based on the above, create your resume “bullets,” which should be results-oriented, and include quantifiable results where applicable (e.g. %, $, etc.)
☐ Verify and confirm your “bullets” with your manager to check for accuracy of your results and confidentiality issues. For example, ask: Do you feel these bullets are an accurate reflection of what I achieved during this internship? Is there anything I missed?
☐ Enter your bullets in the Final Internship Evaluation

Assignment 6: Final Internship Evaluation Wed, Sep 11, 2019

The Final Internship Evaluation will provide you the opportunity to reflect on your entire internship experience, and complete a candid and honest self-assessment of your performance, degree of learning, and career readiness skills.

Your supervisor will also complete a final evaluation to assess you on the same criteria. Both of you will be asked to share your evaluation with each other.

The goal is for you and your supervisor to review your achievements and your contributions to the organization during your internship. If a full-time conversion/internship extension discussion has not taken place by this time, this evaluation, along with your ILP, will be the tools to help you have this discussion.

☐ Compete the Midpoint Internship Evaluation before the due date
☐ Have an open and honest discussion about your achievements with your supervisor, and ask about full-time positions if applicable