CS298P MCS Practicum – Internship [Summer 2020]

**Point of Contact:**

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**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 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 (ILP)
- 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.

**Important Links:**

MCS Internship Page: [https://mcs.ics.uci.edu/career/internships/](https://mcs.ics.uci.edu/career/internships/)


**Assignments:**

**Summary:**

<table>
<thead>
<tr>
<th>DUE DATES</th>
<th>Completed by Students</th>
<th>Completed by Internship Supervisor</th>
</tr>
</thead>
</table>
| Fri, Jun 26 | 1. Enter Experiential Learning in CODE  
2. Risk & Consent Form | |
| Fri, Jul 10 | 3. Internship Learning Plan (ILP) | 1. Memo of Understanding Form (MoU) |
| Wed, Jul 29 | 4. Informational Interview Reflection  
| Fri, Aug 28 | 6. Update Resume & LinkedIn | |

**IMPORTANT REMINDERS:**

**ALL Student Assignments** (in blue column above) 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.

We understand that some employers may already have internship programs in place. Hence, the forms and evaluations assigned to Internship Supervisors (in green column above) are optional. An Internship Supervisor’s failure or delay to submit the above form and evaluations will not negatively affect the intern’s grades for CS298P.

**Detailed Descriptions and Checklists:**

**Assignment 1: Enter Experiential Learning in CODE**  
*Friday, June 26, 2020*

- Select “Experiential Learning” on left menu bar and click “+ New Experience” on top right corner
- “Create New Experience” page
  - Basics: Enter your employer’s information and select “MCS Internship – Summer”
  - Supervisor: Select “+ New Contact” to add your supervisor’s contact information.
  - When: Enter Start/End Dates; select “Summer 2020” and “1st Year”
- Click “Save”
- Review all the information entered, and if all is correct, click “Submit for Approval” on top right corner.

**Assignment 2: Internship Acknowledgement of Risk & Consent Form**  
*Friday, June 26, 2020*

- Complete the [Risk & Consent Form](http://bit.ly/uci_icscode) before the due date
Assignment 3: Internship Learning Plan (ILP)  
Friday, July 10, 2020

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.

- Download Internship Learning Plan (ILP) Word template on MCS Internship page
- Identify your goals for your internship and partner with your supervisor to discuss resources and timelines for your action items
- Complete the ILP - All columns must be filled out except “Results” column
- Review your ILP with your supervisor
- Save your ILP is PDF format and upload it in CODE > Experiential Learning > “Documents and Forms”

Assignment 4: Informational Interview Reflection  
Wed, July 29, 2020

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.

- Review “ICS CODE - Informational Interviews” and “UCI DCP – Informational Interviews” documents in the CODE Resource Library
- Be prepared to 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 5: Midpoint Internship Evaluation  
Wed, July 29, 2020

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 6: Update Resume & LinkedIn with Internship Experience
Fri, Aug 28, 2020

☐ 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?
☐ Update your resume and your LinkedIn profile with these new bullets
☐ Upload your updated resume in CODE > Profile > “Application Materials”

Assignment 7: Final Internship Evaluation
Wed, Sep 9, 2020

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 is also encouraged to complete a final evaluation to assess you on the same criteria and
to share his/her evaluation with you.

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 you ILP, will be the tools to help you have this
discussion.

☐ Complete the Final 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