CS298P MCS Practicum – Internship [Summer 2023]

Course Dates:

Summer Sessions I & II: Tuesday, June 20, 2023 – Friday, September 22, 2023

Point of Contact:

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Faculty Sponsor:

Dr. Chen Li, Faculty Director, Master of Computer Science (MCS)

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. Visit MCS CPT page for additional requirements.

Important Links:
- MCS Summer Internship Course Page: https://mcs.ics.uci.edu/career/cs298p/
- 16 Personalities (for ILP & Midpoint Evaluation Assignments): https://www.16personalities.com/
- Career Readiness Competencies: https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/

Assignments:
Summary:

<table>
<thead>
<tr>
<th>DUE DATES</th>
<th>Completed by Students</th>
<th>Completed by Internship Supervisor</th>
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<tbody>
<tr>
<td>Fri, Jun 30</td>
<td>1. Enter Experiential Learning in CODE</td>
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<td></td>
<td>2. Risk &amp; Consent Form</td>
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<td>Fri, Jul 14</td>
<td>3. Internship Learning Plan (ILP)</td>
<td>1. Memo of Understanding Form (MoU)</td>
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<td>Tue, Aug 1</td>
<td>4. Informational Interview Reflection</td>
<td>2. Employer Midpoint Intern Evaluation</td>
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<td>5. Intern Midpoint Internship Evaluation</td>
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<td>Fri, Aug 18</td>
<td>6. Update Resume &amp; LinkedIn</td>
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<td>Fri, Sep 8</td>
<td>7. Intern Final Internship Evaluation</td>
<td>3. Employer Final Intern Evaluation</td>
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IMPORTANT REMINDERS:

ALL Student Assignments (in blue column above) must be completed and timely submitted to receive a Satisfactory grade for this course. Compliance with these due dates ensures that your grades will be submitted before UCI’s grade submission deadlines for the Summer Sessions.

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

Please see the following pages 3 to 4 for detailed descriptions and additional instructions for assignments.
Assignment 1: Enter Experiential Learning in CODE

- Log into CODE
- Select “Experiential Learning” on left menu bar and click “+ New Experience” on top right corner
- “Create New Experience” page
  - Enter information for your Employer and your Internship
  - Select “MCS CS298P Internship Course - Summer”
  - Supervisor: Select “+ New Contact” to add your supervisor’s contact information.
  - When: Enter Start/End Dates; select “Summer 2023” 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

- Complete the Risk & Consent Form before the due date

Assignment 3: 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.

- Ask your supervisor to complete the Employer Memo of Understanding Form (Optional)
- Download Internship Learning Plan (ILP) Word template on MCS Summer Internship Course 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

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 Intern 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: Intern Midpoint Internship Evaluation  

Tuesday, August 1, 2023

The Intern 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.

You should also encourage your supervisor to complete the Employer Midpoint Intern 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 internship.

- Complete the Intern Midpoint Internship Evaluation before the due date
- Ask your supervisor to complete the Employer Midpoint Intern Evaluation (Optional)
- Have an open and honest discussion about your Midpoint Evaluation(s) with your supervisor

Assignment 6: Update Resume & LinkedIn with Internship Experience  

Friday, August 18, 2023

- 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, you may 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: Intern Final Internship Evaluation  

Friday, September 8, 2023

The Intern 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 the Employer Final Intern Evaluation to assess you on the same criteria and to share their final evaluation of you and your performance.

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 prepare for this discussion.

- Complete the Intern Final Internship Evaluation before the due date
- Ask your supervisor to complete the Employer Final Intern Evaluation (Optional)
- Have an open and honest discussion about your achievements with your supervisor, and ask about full-time positions if applicable