CIS 3281 – Information and Guidelines

IST Curriculum COOP

In this course, IS&T students take directed study to integrate their academic course program with work in the field. Students with junior or senior standing may enroll. During a fall or spring semester, job-workload must be a minimum of 15 hours per week. During a summer session, job-workload must be a minimum of 30 hours per week, for 8 weeks. (During the summer, accommodations can be made for jobs that do not begin or end on summer session date boundaries).

Students will gain first-hand exposure to the computing field that goes substantially beyond the classroom. COOP experience will help students decide which area of the IS&T field is of more interest to them so they can better choose the elective courses for the remaining time in school. COOP/internship experience should also improve their chances of employment upon graduation.

Positions normally involve substantial development and/or maintenance with information systems and technology, such as software applications, databases, websites, networks, or security systems and builds upon what has been learned in previous coursework. Work on larger projects, involving integrated teams of computing professionals and domain experts, is strongly encouraged. Help-desk positions are normally not approved for this course, but will be considered if the student is doing more substantive work beyond typical help-desk functions. Lab assistant positions will not be considered.

A faculty member directs the course, and student work must be supervised in the workplace. CIS 3281 is a 4-credit course. There are no formal lectures. The faculty adviser determines the course grade on such things as the quality of progress and final reports and student conduct during faculty and student meetings. Bi-weekly, students submit written progress reports and meet individually with the faculty adviser. When students may be working full-time, such as in the summer, the faculty adviser may authorize alternate media to normal, face-to-face meetings.

By the end of the semester, students are expected to produce some clear body-of-work. Students will submit a final report that describes the body-of-work accomplished. Although the final report format will be determined by the faculty adviser in consultation with the student, and may vary depending on the project, minimum standards include a professionally written report of 2500 words. Examples of report content include

-- work experience, including an explanation of how it relates to your coursework and what you learned beyond the scope of your "regular" course work.

-- mission or focus of the organization and subunit for which you worked and an analysis of how your work contributed to and enhanced the functioning of the organization or subunit.

-- research of current technology developments related to your job.

-- a working software product accompanied by an associated user guide and/or a technical report describing the functionality/purpose of the system.

-- evidence of your contribution to a larger-scale computer system (substantial maintenance involvement, the modification of an existing subsystem, or development of a value-added subsystem)
If you are interested in taking the COOP course, you must first secure an appropriate position. If you have not already done so, Ms. Rose McGinnis (rose.mcginnis@temple.edu), Director of Student Professional Development and the Undergraduate Research Program, can provide suggestions and assist you with resume preparation.

The registration form (next page) for the course should be printed, filled out with SPECIFIC details about your project, signed as indicated, by you, your supervisor, the faculty member directing the course, and the IST advisor. To complete the registration process, submit the registration form to the CIS COOP advisor, Professor Eugene Kwatny (gkwatny@temple.edu)
CIS Department: CIS 3281 – Cooperative Education Experience in Information Science and Technology

Course requirements: Students must be in enrolled in the Information Science and Technology major and have completed CIS 2168.

Directions: 1) Meet with your work supervisor and define the project, then prepare the project description; 2) Complete student sections; 3) Meet with CIS Co-Op Advisor, Professor Eugene Kwatny (324 SERC), to review the project; 4) Have work supervisor complete supervisor sections and sign; 5) Return in person or scan and email to Professor Kwatny.

Registration Form for Semester: Spring/Summer/Fall __________ Year: ____

<table>
<thead>
<tr>
<th>Student Name: _____________________________</th>
<th>Co-Op Work Hours per Week: ______</th>
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</thead>
<tbody>
<tr>
<td>Student ID: ___________</td>
<td>Email: ___________________</td>
</tr>
<tr>
<td>Work Place: _____________________________</td>
<td>Supervisor Email: ______________</td>
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<tr>
<td>Supervisor Name: _______________________</td>
<td>Supervisor Phone: ___________________</td>
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</tbody>
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Project Description (Describe the project you are proposing to work on as part of your job - see Guidelines for CIS 3281 for acceptable Co-op work - continue on back if necessary)

Signed by: Work supervisor: _____________________________ Date: __________________

IS&T Advisor: _____________________________ Date: __________________

Faculty Supervisor: _____________________________ Date: __________________