

CIS 3381 – Course Information and Guidelines

Computer Science COOP

In this course, Computer Science students take directed study to integrate their academic program with work in the field. Students may enroll once they have completed CIS 2168. 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 (CO-OPERative) work experience will help students decide which area of the computer and information sciences field is of more interest to them so they can better choose the elective courses for the remaining time in school, graduate education and/or their work after graduation. COOP/internship experience should also improve their chances of employment upon graduation.

Positions normally involve substantial development and/or maintenance of software 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 3381 is a 4-credit course. There are no formal lectures. The faculty adviser determines the course grade based 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 a student will be working full-time, such as in the summer, the faculty adviser may authorize alternatives to the 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 advisor. To complete the registration process, submit the registration form to the CS COOP advisor, Professor Eugene Kwatny (gkwatny@temple.edu)

CIS Department: CIS 3381– Cooperative Education Experience in Computer Science

Course requirements: *Must be enrolled in either Computer Science or Mathematics/Computer Science and have completed CIS 2168.*

A maximum of eight (8) credits may be taken from CIS 3381, CIS 4282 and/or CIS 4382 to fulfill Computer Science elective requirements. In addition, a maximum of four (4) credits may be taken from CIS 3381 to fulfill Computer Science elective requirements.

Directions: *1) Meet with your work supervisor and define the project, then prepare the project description; 2) Complete student sections; 3) Meet with CS 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: ____

Student Name: _____ **Co-Op Work Hours per Week:** _____

Student ID: _____ **Email:** _____ **Phone:** _____

Work Place: _____ **Supervisor Email:** _____

Supervisor Name: _____ **Supervisor Phone:** _____

Project Description (Describe the project you are proposing to work on as part of your job - see Guidelines for CIS 3381 for acceptable Co-op work - continue on back or second page if necessary) The project description must clearly define specific duties, tasks, responsibilities and technologies that you will be using.

Signed by:

Work supervisor: _____ **Date:** _____

CS Faculty project supervisor: _____ **Date:** _____