

# CSC 697 - Graduate Internship

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Course homepage: <https://d2l.depaul.edu/d2l/home>

## Summary

The CSC 697 Graduate Internship class offers students the opportunity to receive on-the-job training that is related to their degree program at DePaul.

## Enrollment/Application

Students cannot register for CSC 697 directly, but instead must apply for the course through myCDM by clicking on the “MyInternships” link. After completing the application admission to the internship program requires consent of the Instructor and a Student Services Advisor. In particular, the internship position must be related to the student’s degree program and the application must meet all other program requirements (see below). International students may require additional approvals.

## Credit hours

CSC 697 is offered for variable credit, anywhere from one to four credits per term. The course may be repeated for a maximum of four credits total. At a minimum a student must work 25 hours for each 1 credit received. For example, in order to register for 4 credits during a 10 week academic quarter, a student must average at least 10 hours of work per week.

## International Students/CPT

International students may complete curricular practical training (CPT) through CSC 697 provided they first obtain CPT authorization from the Office for International Students and Scholars (OISS) before beginning the internship.

## Non-transfer

A student’s registration for CSC 697 is attached to the internship position stated on the application. A student *cannot* switch/transfer this registration to another internship position at any time after the application is made. In the event that a position is eliminated or significantly modified, the student should contact the instructor *immediately* to discuss options.

## Grading

The course grade will be based on 1) level of performance and successful completion of the position’s responsibilities as evaluated through a written evaluation by the internship’s supervisor, and 2) a report written by the student that details the work performed and its relation to the student’s academic program within CDM.

## **School policies:**

### **Online Teaching Evaluation**

Evaluations are a way for students to provide valuable feedback regarding their instructor and the course. Detailed feedback will enable the instructor to continuously tailor teaching methods and course content to meet the learning goals of the course and the academic needs of the students. They are a requirement of the course and are key to continue to provide you with the highest quality of teaching. The evaluations are anonymous; the instructor and administration do not track who entered what responses. A program is used to check if the student completed the evaluations, but the evaluation is completely separate from the student's identity. Since 100% participation is our goal, students are sent periodic reminders over three weeks. Students do not receive reminders once they complete the evaluation. Students complete the evaluation online in [CampusConnect](#)

### **Email**

Email is the primary means of communication between faculty and students enrolled in this course outside of class time. Students should be sure their email listed under "demographic information" at CampusConnect is correct.

### **Academic Integrity Policy**

This course will be subject to the academic integrity policy passed by faculty. More information can be found at <http://academicintegrity.depaul.edu/>

### **Plagiarism**

The university and school policy on plagiarism can be summarized as follows: Students in this course should be aware of the strong sanctions that can be imposed against someone guilty of plagiarism. If proven, a charge of plagiarism could result in an automatic F in the course and possible expulsion. The strongest of sanctions will be imposed on anyone who submits as his/her own work any assignment which has been prepared by someone else. If you have any questions or doubts about what plagiarism entails or how to properly acknowledge source materials be sure to consult the instructor.

### **Incomplete**

An incomplete grade is given only for an exceptional reason such as a death in the family, a serious illness, etc. Any such reason must be documented. Any incomplete request must be made at least two weeks before the final, and approved by the Dean of the College of Computing and Digital Media. Any consequences resulting from a poor grade for the course will not be considered as valid reasons for such a request.

### **Resources for Students with Disabilities**

Students who feel they may need an accommodation based on the impact of a disability should contact the instructor privately to discuss their specific needs. All discussions will remain confidential. To ensure

that you receive the most appropriate accommodation based on your needs, contact the instructor as early as possible in the quarter (preferably within the first week of class), and make sure that you have contacted the Center for Students with Disabilities (CSD) at:

Student Center, LPC, Suite #370

Phone number: (773)325.1677

Fax: (773)325.3720

TTY: (773)325.7296