Syllabus MATH 3398: Internship

KSU Faculty:

Instructor's Name:	Semester:
Office Location:	Email:
Office Hours:	Phone: 470-578-****

Course Catalog Description:
This course is a supervised, credit-earning work experience of one academic semester with a previously approved business firm, private agency, or government agency.

Hours of Internship:

3 semester credit hours = 150 hours on site (~10 hours per week for 15 weeks)
6 semester credit hours = 300 hours on site (~20 hours per week for 15 weeks)
9 semester credit hours = 450 hours on site (~30 hours per week for 15 weeks)
(Essentially, each credit hour = 50 hours on site)

If you are enrolled in internship during the 8 weeks summer session, the hours per week must be modified to meet the total hour needed (for example, 3 credits =~19 hours per week).

Course Learning Objectives:
1. Students will be able to develop skills relevant to a career in mathematics.
2. Students will be able to apply college level mathematical knowledge/skills to their internship experience.
3. Students will be able to demonstrate clear mathematical communication, both written and orally.
4. Students will be able to present their work professionally.

Requirements on Student Application/Request for MATH 3398 Credit:
Students applying for an internship with the Department of Mathematics must include the following information on their official application/request:
1. Documentation/explanation that the course will at a 3000 level course as difficulty;
2. Problems to be solved during the internship in clear mathematical formulations - using functions, variables, tables, figures, equations, derivatives, integrals, matrices, etc.;
3. All the mathematics that will be involved in finding the solutions of the problems described above: notions, definitions, theorems, methods, algorithms, software, textbook, etc.;
4. How the project relates to other courses at KSU;
5. How the internship will be evaluated for grade and what projects/ summaries/ presentations will be presented/ written/ given as outcome(s);
6. KSU faculty (advisor or supervisor) that will track progress of the internship and how progress will be measured along the semester.

Applications/requests that are missing the critical elements listed above will be denied without further review.

Student Intern Expectations:
1. Prepare all required paperwork and assignments for KSU instructor (mid-semester and end-of-semester reports and presentation);
2. Be at the internship location on days and at the times agreed on by the student and internship supervisor, and if unable to attend notify internship supervisor and intern instructor prior to or at the start of the work day;
3. Behave, dress, and speak in a professional manner at all times;
4. Carry out internship related assignments and tasks according to all policies in place (KSU and internship company);
5. Devote the required hours and weeks to the internship experience.

Internship Supervisor/Faculty Expectations:
1. Make sure responsibilities are appropriate to student's educational level and that are increasingly difficult and demanding.
2. Monitor the student's work and progress regularly and provide constructive criticism (mid-semester and end-of-semester evaluation).
3. Meet with the student as needed to provide feedback.
4. Assign grade at the end of the semester.

Textbook and Other Learning Materials:
1. Text.
2. Other.

Course Technology Requirements:
1. Computer (Mac or PC).
2. Reliable internet access.
3. Software.

Grading:
1. Mid-semester Evaluation: Students will present a mid-term report on his/her progress to the instructor.
2. Presentation: At the end of the semester, students will create a presentation about their internship experience and present it within the Department of Mathematics. The presentation should account to approximately 15 minutes. Following the presentation, students should also expect 5 minutes for questions and follow-up. It is expected that students use a PowerPoint to support their presentation. Students are expected to present in professional clothing/ body presentation style---dressed as if you were interviewing for a professional job.
3. Final Evaluation: Students will present an end-of-term report on his/her internships experience to the instructor.
4. Grade Calculation:

Academic Integrity Statement:

Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section II of the Student Code of Conduct addresses the University's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University materials, misrepresentation/falsification of University records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through either the established procedures of the University Judiciary Program, which includes an "informal" resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct's minimum one semester suspension requirement.

Accessibility Information:

KSU provides program accessibility and reasonable accommodations for persons defined as disabled under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course should contact the ADA Compliance Officer for Students at (770) 423-6443; the ADA Compliance Officer for Facilities at (770) 423-6224; or the Director of Human Resources, ADA Compliance Officer for staff and faculty at (770) 423-6030. In addition, please notify the instructor within the first week of class if there are any special accommodations that you might need in order to be successful in this course.

Accessibility Standards of D2L Brightspace: http://www.brightspace.com/accessibility/standards/