MIS3581 – Co-operative Experience in Management Information Systems
Fall 2017

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Pre-requisites

All students must take MIS 2101 before enrolling in this course.

Course Objectives

Students complete a project that integrates their current work experience with their classroom experience at Temple University. The results are reported in a report prepared under the supervision of a faculty member.

Note: Arrangements are made through the Management Information Systems Department. This course is open to Fox School BBA students who are interested in IT related work experience. The course is relevant for MIS majors, MIS minors and Digital Marketing minors. Please complete the form on the IBIT site at
http://ibit.temple.edu/industryexperience/

Textbooks and Supplies

Recommended	*The Intern Files: How to Get, Keep, and Make the Most of Your Internship,* Jamie Fedorko. ISBN: 978-1-4169-0921-7

Evaluation

Item	Percentage
Status Reports	25%
Internship analysis and reflection	25%
Report outline & draft	10%
Final Report & eportfolio	40%

Scale	
94-100	A
90-93	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
Below 60	F

Assignments

There are three types of assignments for this course.

1. All students will be required to submit status reports. Failure to submit timely and accurate status reports will negatively impact your final grade for this course. Status reports will be submitted via e-mail to both your supervisor and your instructor. A template that will be used for status reports can be found on the community site. Status reports will be submitted as follows:

Period	Due Date
Aug 28 – Sept 15	Sept 18
Sept 16 – Oct 6	Oct 9
Oct 7 – Oct 27	Oct 30
Oct 28 – Nov 17	Nov 20
Nov 18 – Dec 8	Dec 11

2. A report that describes your experience and how this experience relates to and supports your education. The report will be submitted as a set of slides and should be approximately 10 minutes long. The target audience for this report is employers and other students. This report accounts for 40% of your final grade. The final report presentation will be approximately 10 minutes long. The goal of the presentation is to share your experiences with other students as well as other industry supervisors. The presentation should include a screenshot of your e-portfolio with a page dedicated to your internship and what you learned.

October 11	Outline of final report
November 12	Draft of final report
December 11	Final report due

Items to possibly include in the report (MAKE IT YOUR OWN)

- Describe your firm including the industry it is in and what it produces.
- Describe the basic business model of the firm, that is, how it makes money. Include a description of the various revenue streams, its major costs, and the most significant assets of the firm.
- Describe the role that the organization you are working in within the firm plays. Be sure to describe how the role your organization plays supports the objectives of the firm as a whole.
- Describe in detail the role that you are playing, the contributions you make to the organization and the firm as a whole.
- Describe how your experience relates to courses you have taken as part of:
    a. Your university core curriculum
    b. The Fox School core business requirements
    c. MIS courses (Digital Marketing students should also include Marketing and electives courses taken as part of their minor)

- Show a screenshot of your e-portfolio page that describes your internship and what you learned from it. Also include the link to your e-portfolio.

Your grade for this class will be driven by the quality of the final report. Failure to hand in an outline, draft, or final presentation as described in the schedule below will have a negative impact on your final grade.

3. Throughout the semester you are required to participate in the internship analysis and reflection by responding to questions that will be posted on the community site. All students are expected to respond to these questions and share their response with the rest of the class by posting a comment on the community site in response to the question. The questions will discuss your job functions and how they relate to your coursework as well as business culture and professional development discussions.

Dialog with Supervisors

During the semester I may be in contact with your supervisors to discuss your performance throughout your internship. I may exchange e-mails or speak with them on the telephone. We will discuss your business skills, technical skills and interpersonal skills. Surveys will be distributed that we will ask your supervisors to fill out. While your performance on the job is not formally part of the grading criteria for this course, in borderline cases, positive feedback from supervisors may "tip" your final grade.

Community Site

There is a site on the Community MIS site for this course. You should make sure that you activate the feed for the course so that you receive updates automatically. You are responsible for checking the site daily for updates and announcements.

Academic Integrity

Plagiarism and academic dishonesty can take many forms. The most obvious is copying from another student's exam, but the following are also forms of this:

- Copying material directly from the Internet (or another source) without a proper citation crediting the author
- Turning in an assignment from a previous semester as if it were your own
- Having someone else complete your lab assignment and submitting it as if it were your own
- Signing someone else's name to an attendance sign-in sheet
- Use of assignments completed in one class as any part of a project assigned in another class
- Sharing/copying homework assignments.
- Use of unauthorized notes during an examination

- In cases of cheating, both parties will be held **equally responsible**, i.e. both the student who shares the work and the student who copies the work.

Of course, behavior like this will not be tolerated in this class. Penalties for such actions are given at my discretion, and can range from a failing grade for the individual assignment, to a failing grade for the entire course.

Plagiarism and Citation Guidelines

If you are using material (text, figures, and data) from printed sources or the web in projects, assignments and lab you must clearly identify the source and clearly differentiate your work from the material that you are referencing. If you fail to do so you are plagiarizing. There are many different acceptable formats that you can use to cite the work of others (see some of the resources below). The formats are not as important as the intent. You must clearly show the reader what is your work and what is a reference to someone else's work.

Plagiarism is a serious offence and could lead to reduced or failing grades and/or expulsion from the university. The Temple University Student Code of Conduct specifically prohibits plagiarism (see http://www.temple.edu/assistance/main_code.html).

The following excerpt defines plagiarism:

> *Plagiarism is the unacknowledged use of another person's labor, ideas, words, or assistance. Normally, all work done for courses — papers, examinations, homework exercises, laboratory reports, oral presentations — is expected to be the individual effort of the student presenting the work. There are many forms of plagiarism: repeating another person's sentence as your own, adopting a particularly apt phrase as your own, paraphrasing someone else's argument as your own, or even presenting someone else's line of thinking in the development of a thesis as though it were your own. All these forms of plagiarism are prohibited both by the traditional principles of academic honesty and by the regulations of Temple University. Our education and our research encourage us to explore and use the ideas of others, and as writers we will frequently want to use the ideas and even the words of others. It is perfectly acceptable to do so; but we must never submit someone else's work as if it were our own, rather we must give appropriate credit to the originator.*

Source: Temple University Graduate Bulletin, 2000-2001. University Regulations, Other Policies, Academic Honesty. Available online at:
http://www.temple.edu/gradbulletin/regulations/regulations4.html