

IS 379 – Health IT Internship

Overview

This course provides the opportunity for IS majors, particularly those enrolled in the Health IT certificate program, to earn academic credit while employed in a professional internship position that is related to health IT. The course is repeatable to a maximum of six credits. Pass/fail grading only.

Note: This course cannot be used to fulfill the MAJOR requirement for an upper-level IS elective. The course does count toward the university graduation requirement of 45 upper level credits. It also satisfies the “cybersecurity experience” requirement of the Health IT certificate.

Meeting Times: To Be Arranged with Dr. Sampath (sampath@umbc.edu)

Prerequisites: GPA of 2.5 or better, 30 completed credits, and Admission to the PRAC course that will be given by the UMBC Career Services Center

Enrollment Procedures

1. First, arrange your internship with the Career Services Center. Schedule an appointment with Ms. Beth Rudoy (bethrudoy@umbc.edu) at the Career Services Center through your UMBCWorks account or by calling their office (410-455-2216). Once arranged, the Career Services Center will give you a ‘Student Request for Internship Credit’ form and enroll you in PRAC 099 or PRAC 098.
2. Once you have your signed ‘Student Request for Internship Credit’ form from the Career Services Center, make an appointment by emailing the IS 379 instructor, Dr. Sampath (sampath@umbc.edu) and decide on how many credits you want to register for.
3. Meet with the instructor for IS 379, show your ‘Request for Internship Credit’ form, tell how many credits of 379 you want, and permissions will be entered for you after the instructor checks a few other things in your transcript.
4. You can then go ahead and register for IS 379.

Course Requirements

- A. Compliance with all the requirements of the Internship program as indicated by registration for the Practicum section through the UMBC Career Center.
- B. **Weekly journal:** A weekly journal should summarize **major duties, skills learned or practiced**, and **responsibilities**, with entries beginning the first week of the internship and concluding the last week of the internship (You might have a separate work log that is submitted to the Career Services Center.)
- C. **Required reading:** A minimum of three (3) journal or periodical articles **related to the work you are performing in your internship**. These must be articles published by a reputable publishing organization that has an editorial policy that requires editorial or peer reviewing of articles.

Some types of readings that are *NOT* acceptable for this assignment include:

- Blogs
- Publications by companies or individuals
- Publications by an organization or publisher that does not have an editorial policy
- Articles about the domain of the company with no IS-related material

The best way to find articles that are acceptable is through the UMBC library's databases, especially IEEE Xplore or the ACM Digital Library. Recommendations from your internship supervisor are also good, as long as they do not fall into the above categories.

If you are not sure your readings are appropriate, check with me ahead of time.

- D. **Summary paper:** A **10-15 page double-spaced, typed summary paper** that is a report of your internship responsibilities and discusses your experience.

The outline of the paper is as follows:

1. **A Title page** with your name and company name
2. **Introduction section:** The introduction section will contain a brief description of your company or agency, with emphasis on how your particular position fit in the whole organization.
3. **Organization Chart section:** An Organizational Chart should be included which clearly shows where you fit in the organization.
4. **Learning Objectives section:** The learning objectives you established at the beginning of the semester, and an explanation of how they were met. Include a summary of your responsibilities and duties and discuss your internship experience. ***In this section, you must relate your internship experience to the articles read in part C above.***
5. **Internship Relation to IS Curriculum section:** This section describes the value of your placement as a part of your IS curriculum, in particular in the Cybersecurity Informatics certificate curriculum. Specifically, include your observations about how

specific IS/MGMT courses were useful to you when performing your internship duties.

6. **Conclusion section:** A section that concludes your internship observations and experiences.
7. **Bibliography:** A proper bibliography with appropriate references placed in the body of your report. The bibliographic entries must include who published it and where it came from – author, title, source, and date at a minimum—the URL is not enough.

Grading

Grading for this course is Pass/Fail only. A grade of Pass will be given for students whose journal and summary report meet requirements and are deemed satisfactory.

Due Dates

The summary paper and journal entries must be submitted according to the following schedule:

For internships in	Assignments are due
Fall semester	The first Friday in December
Spring semester	The first Friday in May
Summer	The first Friday in October

The summary paper and journal entries must be submitted by Blackboard (MS Word or PDF format is preferred) by midnight on the due date. If your internship ends earlier you may submit the documents earlier.

If you need an extension, you **must get Dr. Sampath's permission to extend the date, and that must be done before the due date. Extensions are granted only under emergency situations.** Late submissions, without an arranged extension, will result in an "F" for the course.

Once Dr. Sampath receives your work, she will determine if it is acceptable. If it is, you will get a "P" for the course. If not, she will notify you and you will have until 2 weeks after her notification to submit a revised version of the paper and/or journal entries, to be evaluated again.

Academic Integrity

By enrolling in this course, each student assumes the responsibilities of an active participant in UMBC's scholarly community in which everyone's academic work and behavior are held to the highest standards of honesty. Cheating, fabricating, plagiarism, and helping others to commit these acts are all forms of academic dishonesty and they are wrong. Academic misconduct could result in disciplinary action that may include, but is not limited to, suspension or dismissal. Full policies on academic integrity should be available in the UMBC Student Handbook, Faculty Handbook, or the UMBC Directory.