

COSC 3Q95

Internship in Game Programming

Course Information

Number: COSC 3Q95

Term/Year/Duration: Fall or Winter

Coordination

Internship Coordinator: Jeremy Leipert

Internship Coordinator E-mail: jleipert@brocku.ca

GAME Director: Robdon E. De Grande

GAME Director E-mail: rdegrande@brocku.ca

COSC Chair: Brian Ross

COSC Chair E-mail: bross@brocku.ca

Times and Locations

Location: agreed with the internship host

Time: agreed with the internship host

Prerequisites

COSC 2P03 and permission of the GAME Program Director.

Course Description

Internship in a business related to the gaming industry.

Restriction: open to GAMP majors and permission of the Game Program Director.

Application is required.

Enrolment will be limited to the number of placements available.

Students will be required to attend orientation meetings, occasional meetings with the Student Support Co-ordinator and develop professional learning objectives. Additional components typically include a site visit, a work term report and an employer performance evaluation. This course may be offered in multiple modes of delivery. The method of delivery will be listed on the academic timetable, in the applicable term.

Note: Throughout the internship, students will be required to submit various forms as detailed in this course outline.

Overview

Important: No permission to enroll in an internship will be granted without an internship contract that is signed by the student and the internship host. Internship contracts are provided by the Department of Computer Science and are accessible at this link.

“The expert at anything was once a beginner.” (Helen Hayes)

The COSC 3Q95 internship course focuses on unpaid 80-hour work placements that provide students with real world experience in the context of game development in the gaming industry. An internship does not need to be technical in nature so long as the focus of the experience is related to the tools, principles, and practices related to the development, management and/or operation of interactive digital products, systems and/or services.

Through your hours on site with an internship host working on a specific project or ongoing operations, you will track your hours and progress in consultation with the internship host using the provided forms.

It is the express responsibility of an interested student to secure a willing internship host, completing the signed Internship Contract provided by the Department of Computer Science (COSC), before the end of the preceding semester to receive the override necessary for enrolment in the internship course. The Internship Coordinator’s office can assist in suggesting and facilitating contact with known and interested internship hosts. However, arranging an internship opportunity is the student’s responsibility.

Course Communications

In advance of and throughout an internship, you are expected to regularly check your **Brock student email account** for messages and notices regarding the internship. Experiential education opportunities, such as internships, operate with student emails as the default point of contact for communicating with students. Likewise, students are encouraged to communicate directly with the Internship Coordinator who can provide advice and help as needed or requested. On an occasional or routine basis, the Internship Coordinator may request check in meetings which students are expected to attend.

When communicating, **make sure you keep your message polite, address the matter concisely and directly, include your student ID, and identify the course code in the email subject.** Please note that aggressive, unpolite language will not be tolerated.

Learning Outcomes

The learning outcomes of the course are described below:

1. Foundational Knowledge

- Applies the principles of game design, development, and programming to the project work;
- Demonstrates the ability to interpret standards, conventions, schematics, and common practices.

2. Transferable Skills

- Demonstrates strong higher order thinking skills (e.g., analysis, synthesis, and evaluation);
- Critically evaluates the quality of information and resources;
- Employs a diverse technical skillset with one or two specializations.

3. Creativity

- Demonstrates an openness to new ideas and ways of doing things;
- Demonstrates an entrepreneurial spirit within academic, software/game development, and/or business contexts.

4. Intrapersonal

- Is self-motivated, well organized, and dependable;

- Exhibits a high degree of self-efficacy;
 - Learns from one’s successes and failures.
5. **Communication**
 - Demonstrates strong oral, written, and digital literacy skills;
 - Communicates complex ideas clearly and concisely;
 - Communicates effectively across disciplinary boundaries;
 - Effectively uses online media and design tools to communicate ideas.
 6. **Collaboration**
 - Works collaboratively with others.
 7. **Project Management**
 - Effectively applies business and project management principles to the execution of projects (e.g., time and risk management, project scoping, and quality control);
 - In collaboration with others, secures the expertise and resources needed to achieve project goals;
 - Endeavours to the meet the expectations of project sponsors.
 8. **Career Preparedness**
 - Is forward thinking, resourceful, and self-reflective in terms of one’s academic and professional growth;
 - Builds a personalized GAME program pathway in support of one’s academic and professional goals;
 - Invests in learning opportunities outside of the GAME program;
 - Builds a professional portfolio which showcases one’s accomplishments in the GAME program.

Required Resources

There are no required readings for this class. Tools and resources, beyond the forms provided by the COSC, are to be provided by the internship host for the student’s use. **The COSC cannot provide software or tools support for internship placements.**

All forms and templates are accessible online at the web addresses indicated in this document. All completed forms are to be submitted to the Internship Coordinator via email, as outlined below.

Grading

The course is composed of a series of assignments that must be completed in time. The grading schema of the course is described in Table 1.

Table 1: Grading Schema

Assignment	Marks
Internship Contract	0%
Internship Goal Setting Form and Hours Tracker	5%
Internship Interim Evaluation Forms (Host and Student)	25%
Internship Final Evaluation Forms (Host and Student)	50%
Internship Reflection	20%
Total	100%

Assignment Schedule

The Five assignments must be completed by the timeline described in Table 2.

Table 2: Assignment Schedule

Assignment	Due
Internship Contract	Required to Register in Course
Internship Goal Setting Form and Hours Tracker	Due in Week One
Internship Interim Evaluation Forms (Host and Student)	Due at 40 Hour Mark
Internship Final Evaluation Forms (Host and Student)	Due at 80 Hour Mark
Internship Reflection	Due by last day of exams

Academic Integrity

Academic misconduct is a serious offence. The principle of academic integrity, particularly of doing one's own work, documenting properly (including use of quotation marks, appropriate paraphrasing and referencing/citation), collaborating appropriately, and avoiding misrepresentation, is a core principle in university study. Students should consult Section VII, "Academic Misconduct", in the "Academic Regulations and University Policies" entry in the Undergraduate Calendar to view a fuller description of prohibited actions, and the procedures and penalties. Information on what constitutes academic integrity is available at Brock University Academic Integrity Website.

Plagiarism software

This course may use Turnitin.com, phrase-matching software. If you object to uploading your assignments to Turnitin.com for any reason, please notify the instructor to discuss alternative submissions.

Penalties for Academic Misconduct in the Faculty of Mathematics and Science

The following are penalties usually imposed in academic misconduct cases in FMS. Please be aware that the Associate Dean, Undergraduate Programs, may assign different penalties than those listed here, depending on the details of individual cases.

First offence: Zero grade on assignment, additional penalty of 100% of the weight of the assignment to be subtracted from the final grade, mandatory completion of the AZLS Academic Integrity workshop.

Second offence: Zero grade on assignment, 4-month suspension.

Third or additional offence: Zero grade in course, 1-year suspension, permanent removal from major program.

Cheating on exams: Zero grade in course, including for first offences.

Intellectual Property Notice

All slides, presentations, handouts, tests, exams, and other course materials created by the instructor in this course are the intellectual property of the instructor. A student who publicly posts or sells an instructor's

work, without the instructor's express consent, may be charged with misconduct under Brock's Academic Integrity Policy and/or Code of Conduct, and may also face adverse legal consequences for infringement of intellectual property rights.

Accommodations

The University is committed to fostering an inclusive and supportive environment for all students and will adhere to the Human Rights principles that ensure respect for dignity, individualized accommodation, inclusion and full participation. The University provides a wide range of resources to assist students, as follows:

- If you require academic accommodation because of a disability or an ongoing health or mental health condition, please contact Student Accessibility Services at askSAS@brocku.ca or 905 688 5550 ext. 3240.

- Medical Self-Declaration Forms (brief absence up to 72 hours)

In the case of a short-term medical circumstance, if a student wishes to seek an academic consideration, please use the Medical Self-Declaration Form. The request is to be made in good faith by the student requesting the academic consideration due to a short-term condition that impacts their academic activities (e.g., participation in academic classes, delay in assignments, etc.).

The period of this short-term medical condition for academic consideration must fall within a 72-hour (3 day) period. The form must be submitted to the instructor either during your brief absence or if you are too unwell, within 24 hours of the end of your 3 day brief absence.

Medical Verification Form (extended duration)

In cases where a student requests academic consideration due to a medical circumstance that exceeds 72 hours (three days) and will impact their academic activities (e.g., participation in academic classes, delay in assignments, etc.), or in the case of a final exam deferral, the medical verification form must be signed by the student and the health professional as per process set out in the Faculty Handbook III:9.4.1.

- If you are experiencing mental health concerns, contact the Student Wellness and Accessibility Centre. Good2Talk is a service specifically for post-secondary students, available 24/7, 365 days a year, and provides anonymous assistance: Good 2 Talk or call **1-866-925-5454**. For information on wellness, coping and resiliency, visit: Brock University (Mental Health)
- If you require academic accommodation on religious grounds, you should make a formal, written request to your instructor(s) for alternative dates and/or means of satisfying requirements. Such requests should be made during the first two weeks of any given academic term, or as soon as possible after a need for accommodation is known to exist.
- If you have been affected by sexual violence, the Human Rights & Equity Office offers support, information, reasonable accommodations, and resources through the Sexual Violence Support & Education Coordinator. For information on sexual violence, visit Brock's Sexual Assault and Harassment Policy or contact the Sexual Violence Support & Response Coordinator at humanrights@brocku.ca or 905 688 5550 ext. 4387.
- If you have experienced discrimination or harassment on any of the above grounds, including racial, gender or other forms of discrimination, contact the Human Rights and Equity Office at humanrights@brocku.ca.

Medical Exemption Policy

The University requires that a student be medically examined in Health Services, or by an off-campus physician prior to an absence due to medical reasons from an exam, lab, test, quiz, seminar, assignment, etc. The Medical Certificate can be found at [this link](#).

Sample Timeline for a Winter Term Internship Start Date

Timeline

1. Fall Semester
 - (a) Seek Internship Host for Winter Semester
 - (b) Complete Internship Contract (with Internship Host) before End of Fall Semester
 - (c) Receive Override to Enrol in IASC 3P95 for Winter Semester
2. Winter Semester
 - (a) Start of Term – Week One
 - i. Begin Internship
 - ii. Create Hours Tracker on Google Drive/Docs – Share link with Coordinator & Host
 - iii. Complete and Submit Goal Setting Form
 - (b) Internship Underway
 - i. Once 40 hours are completed and recorded in Hours Tracker:
 - Interim Internship Student Evaluation
 - A. Complete and Submit to Internship Coordinator (by email)
 - Interim Internship Host Evaluation
 - A. Provide to Internship Host with student details entered
 - B. Completed by Internship Host
 - C. Reviewed with Student by Internship Host
 - D. Submit to Internship Coordinator (by email)
 - ii. Once 80 hours are completed and recorded in Hours Tracker:
 - Final Internship Student Evaluation
 - A. Complete and Submit to Coordinator (by email)
 - Final Internship Host Evaluation
 - A. Provide to Internship Host with student details entered
 - B. Completed by Internship Host
 - C. Reviewed with Student by Internship Host
 - D. Submit to Internship Coordinator (by email)
 - E. Complete and Submit Internship Reflection (by email, before last day of Exams)

Internship Contract: 0% (Due: Required to Register in Course)

Students are responsible for arranging their own placement with an internship host in a field related to interactive media. Once an interested internship host is identified, the student needs to sign the Internship Contract with the internship host and submit the contract to the Internship Coordinator. The Internship Coordinator may decide that a meeting or site visit is warranted with the internship host, for example to confirm the appropriateness of the placement.

If there are no issues, the Internship Coordinator will sign the contract authorizing the override needed for enrolment in the COSC 3Q95 internship course.

The above process must be completed before the end of the academic term **preceding** the term in which the internship is to occur (as outlined in the Sample Timeline above). This will ensure ample time to resolve issues and have the signed contract in place for the start of term.

Internship Goal Setting Form and Hours Tracker: 5% (Due in Week One)

The first task for any new internship is to submit the completed Goal Setting form and create your online accessible Hours Tracking spreadsheet.

Download the Goal Setting form [here](#).

Complete it in full and email the completed form (**in PDF format**) to the Coordinator, cc'ing your internship host.

The nature of internships in interactive pursuits requires flexibility of availability and often an inconsistent load in terms of time placement hours with your internship host. To this end, learning to track time accurately and effectively while working on a project is a core skill for any game development or technical professional.

You can find the required template for the Hours Tracker you create [here](#).

Make your own copy of the Hours Tracker in a Google Spreadsheet and share its link location in the Goal Setting form, where indicated.

It is the student's responsibility to keep their Hours Tracker time log up to date and inform the Internship Coordinator's office and internship host when they have reached the 40 and 80 hour marks of the internship.

The grade for this component is a simple pass/fail for submission in the first week of the internship. It will, however, influence the results of all subsequent components.

Internship Interim Evaluation Forms: 25% (Due @ 40hrs completed)

Access the two required forms [here](#):

- Internship Student Evaluation Form.
- Internship Host Evaluation Form.

Complete the forms, as outlined in the Sample Timeline above.

Once both are complete, the Internship Host reviews their form with the student to provide feedback on their internship progress. Once complete, email both forms directly to the Coordinator in PDF format.

Submit by email to the current DDH Coordinator before the 45 hour mark of the internship.

Timely submission is required in order to ensure an ample opportunity for a student to respond to feedback for the second half of the internship.

The grade for this component is determined by the GAME Director or COSC Chair by factoring in the feedback of both student and host.

Internship Final Evaluation Forms: 50% (Due @ 80hrs completed)

Access the two required forms here:

- Internship Student Evaluation Form.
- Internship Host Evaluation Form.

Complete the forms, as outlined in the Sample Timeline above.

Once both are complete, the Internship Host reviews their form with the student to provide feedback on their internship progress. Once complete, email both forms directly to the Coordinator **in PDF format**.

The grade for this component is determined by the GAME Director or the COSC Chair by factoring in the feedback of both student and host.

Internship Reflection: 20% (Due by last day of Exams)

Submit the final requirement, the Internship Reflection, in **PDF format** via email to the Internship Coordinator before the last day of exams of the Internship's term, as outlined in the Sample Timeline.

The Internship Reflection is a 750-1000 word document that references all of your submitted materials (e.g. Goal Setting and Evaluation Forms) and outlines what you identify as the core skills and perspectives the internship has fostered for you.