

Internship Spring 2003

By Catherine Vivian Rouhana

Acknowledgment

I would like to personally thank Mr. Thomas Bodnovich, my internship professor, for giving me the opportunity to intern for the Department of Computer Science and Information Systems. I would also like to thank Dr. Karen Duda for giving me the opportunity to work by her side for the entire semester. She has taught me so much through the day-to-day research she had me perform, projects required and the Websites she had me design. Mr. Bodnovich and Dr. Duda thank you for the continuing support and motivation. It definitely helped during the busy semester.

Introduction

I am currently attending Youngstown State University majoring in Information Technology. Immediately after high school I began working full-time to put myself through college. In May of 2000, I was laid off from my full-time job. Instead of looking for another full-time position and attending classes part time, I have decided to continue with school as a full-time student. As a full time student, I was able to fit this internship into my schedule. During the Spring 2003 Semester, I took CSIS 4893 Computer Science Internship. I worked 20 hours a week, some weeks almost thirty hours a week. My schedule for the semester was from 8 –10 Monday through Friday and 3-5 Monday through Friday. I plan to pursue both my Associate and Bachelor degrees. The Computer Science and Information Systems Department is made up of three programs: Computer Science, Computer Science and Information Systems, and Information Technology. My internship experience interrelated to all three areas.

Experiences

For the most part, I spent a considerable amount of time developing Websites for certain faculty members and editing the Computer Science and Information System's Website. I have become very familiar with using advanced tags of HTML. Hypertext Markup Language (HTML) in computer science is the standard text-formatting language used for documents on the World Wide Web. Another student intern recently designed the department's Website interface. My coding skills complemented his graphic skills- an approach sometimes used in a business environment.

I also spent a lot of time revising, updating and adding additional information to the Website. A lot of pertinent information related to the quarter system had to be updated to semesters. This included changing all of the three digit course code numbers to four digit course codes numbers.

Program information had to be eliminated such as Office Information Technology and Business Information Systems. In addition, new program information had to be added (Information Technology). In addition, surveys were added to allow students to choose the classes they would like to see offered.

A few of the pages on the CSIS Website included buttons which were made using JavaScript programming. JavaScript is

Netscape's cross-platform, object-based scripting language for client and server applications. Although, I have never taken any courses relating to JavaScript programming, my internship permitted me to explore JavaScript on my own. I now recognize the importance of continuing my studies in client-side scripting and programming. CSIS now offers CSIS 4895C, a course I will enroll in as time permits to further enhance my web skills.

Besides working with Websites, a lot of research was completed. Dr. Duda had me research a variety of topics using the World Wide Web. I found the research to be very interesting. All of the topics researched were related to Computer Science. The following topics are some of the topics researched: "Video of IP" Computer Forensics², Case Studies, OLN (Ohio Learning Network), Storyboarding, Movie Making, Computer Science grants, Distance Learning, etc. Thanks to Dr. Duda, I was invited to attend a "Video Over IP" Seminar, which I found to be very attention grabbing. The Video-Over-IP project aims to accumulate the technical scientific knowledge required to be able to offer full-screen, high-quality video (MPEG-2 or TV quality), which is fully scalable over IP networks.

The project converts this knowledge into experimental prototypes, which, after the project, can be developed into an integrated generic environment for Video-Over-IP service development, content production and broadcasting. ¹ For example, if I were teaching a class on Web development for students learning from home, I can record the class session and have it put onto the Website for those at home to view the video. This is also known as Distance Learning (classes taken online). Many schools have already started using "Video-Over-IP". The Computer Science and Information Systems Department is in the process of researching it further for their own use.

Another interesting project I am presently working on is using Camtasia Studio to help train certain instructors on how to make presentation slides using PowerPoint. Camtasia is a video screen-recording program that records, edits and shares videos of any action on your Windows desktop. The Camtasia video can help me train, support and demonstrate. Once the video is complete, I can take the video and add sound to it. To record my sound, DubIt is being used. DubIt is a multimedia tool which lets you easily add audio to movie clips and images.

Examples Websites

Image 1 is a page I created to show the CSIS Department summer 2003 schedule of classes. Included on this page are surveys which can be used for students to specify classes they are interested in for the summer 2004 semester. An Example of the survey is Image 2. I have created four surveys for each of the programs offered: CSIS, CIS, CSCI and IT. All the surveys including image 1 were made in Dreamweaver MX.

Image 1

CSIS Summer 2003 Schedule of Classes

 **ATTENTION STUDENTS: SPECIAL TOPICS 4895G & 4895C ARE FOR SIX WEEKS ONLY!**

If you have any questions regarding classes listed below, please refer to the syllabi or contact the instructor.

The department is in the process of determining classes for summer 2004. If there is a specific class you would be interested in for the summer 2004 semester, please take a moment to fill out the survey(s). Thank you!

- [CSIS](#) (Computer Science Information Systems)
- [CIS](#) (Computer Information Systems)
- [CSC](#) (Computer Science)
- [IT](#) (Information Technology)

Course Code	Cat Number	Description	Pre Hours	Instructor	Days	Start	End	Room
CSIS								
0600 (12 weeks)	1590	Survey Computer Science & Information Systems	P 3	Phillips	T TH	1000	1135	301
0601 (12 weeks)	2610	Program/Problem Solving	P 4	Schueler	MW TH	1030 1000	1205 1200	337 102
0608 (1st 6 Weeks)	3722	Development of Databases	P 3	Santos	MW T TH	0800	0935	301 222
0610 (1st 6 Weeks)	3723	Network Concepts	P 3	Chrobak	M T TH W	1000	1135	222 305
0612 (1st 6 Weeks)	3720	System Configuration/Maintenance	P 3	Kramer	MW	1800	2040	101
0650 (1st 6 Weeks)	4895G	Special Topics/Web Graphics Programming	P 3	Sullins	M T W TH	1000	1135	302

Image 2

**Computer Science and Information Systems
Survey for Summer 2004**

Please indicate which of the following classes you would like to have offered during the **day in Summer 2004:**

2605: MVS JCL & Utilities <input type="checkbox"/> 1st 6 weeks <input type="checkbox"/> 2nd 6 weeks <input type="checkbox"/> 1st 8 weeks <input type="checkbox"/> all 12 weeks 2613: RPG and Midrange Computing <input type="checkbox"/> 1st 6 weeks <input type="checkbox"/> 2nd 6 weeks <input type="checkbox"/> 1st 8 weeks <input type="checkbox"/> all 12 weeks 2635: UNIX Environment <input type="checkbox"/> 1st 6 weeks <input type="checkbox"/> 2nd 6 weeks <input type="checkbox"/> 1st 8 weeks <input type="checkbox"/> all 12 weeks 2640: Business Programming	3714: Assembly Language & Architecture <input type="checkbox"/> 1st 6 weeks <input type="checkbox"/> 2nd 6 weeks <input type="checkbox"/> 1st 8 weeks <input type="checkbox"/> all 12 weeks 3718: Operating Systems Concepts <input type="checkbox"/> 1st 6 weeks <input type="checkbox"/> 2nd 6 weeks <input type="checkbox"/> 1st 8 weeks <input type="checkbox"/> all 12 weeks 4804: Programming in Operations Research Applications <input type="checkbox"/> 1st 6 weeks <input type="checkbox"/> 2nd 6 weeks <input type="checkbox"/> 1st 8 weeks <input type="checkbox"/> all 12 weeks	4808: CICS Programming <input type="checkbox"/> 1st 6 weeks <input type="checkbox"/> 2nd 6 weeks <input type="checkbox"/> 1st 8 weeks <input type="checkbox"/> all 12 weeks 4810: Special Topics <input type="checkbox"/> 1st 6 weeks <input type="checkbox"/> 2nd 6 weeks <input type="checkbox"/> 1st 8 weeks <input type="checkbox"/> all 12 weeks 4820: Computer Center Operations <input type="checkbox"/> 1st 6 weeks <input type="checkbox"/> 2nd 6 weeks <input type="checkbox"/> 1st 8 weeks <input type="checkbox"/> all 12 weeks	4823: Data Communications Networking <input type="checkbox"/> 1st 6 weeks <input type="checkbox"/> 2nd 6 weeks <input type="checkbox"/> 1st 8 weeks <input type="checkbox"/> all 12 weeks 4840: Business Systems Analysis & Design <input type="checkbox"/> 1st 6 weeks <input type="checkbox"/> 2nd 6 weeks <input type="checkbox"/> 1st 8 weeks <input type="checkbox"/> all 12 weeks
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Image 3 was designed to help students answer some questions they may have regarding certain programming applications. Image three was created using Dreamweaver MX. You can view this Website in interactive mode by visiting Dr. Duda's Website.

Image 3



Programming Learning Resources

This web site was designed to help students answer some of their questions regarding certain programming applications. If you have any additional questions please contact the [CSIS Webmaster](#) via E-mail. If you need additional programming needs, please go to [Google.Com](#) for assistance. The Visual Basic Tips page is under construction.



More Programming Resources:

1. [The C Answer Book](#) (2nd Edition) by Clovis L. Tondo, et al (Paperback)
2. [The C++ Programming Language](#) by Bjarne Stroustrup (Paperback)
3. [C: A Reference Manual](#) (5th Edition) by Samuel P., III Harbison, Guy L., Jr. Steele (Paperback) Absolute Beginner's Guide to C by Greg M. Perry (Paperback)
4. [UNIX Programming Environment](#), The by Brian W. Kernighan, Rob Pike (Contributor) (Paperback)
5. [HTML Tags and Concepts](#)

Image 4 is Dr. Duda's Website. The interface was made using Adobe Photoshop 7.0. Her Website is still under construction.

Image 4

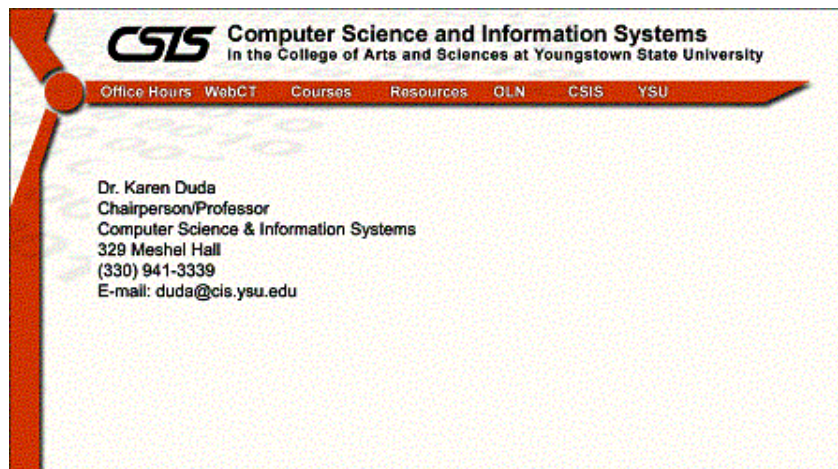


Image 5 was created for both teachers and students. On this site you can link to informational and instructional tools on the World Wide Web. This page also includes a link to a storyboarding file, which includes creative and effective methods for generating solutions to complex problems. This site was made using Dreamweaver MX.

Image 5



[Storyboarding](#) is a creative and effective method for generating solutions to complex problems. It is a tool used to capture, organize, and displaying information on paper while brainstorming and planning. For further assistance on storyboarding, please e-mail Dr. Duda.

Dr. Karen L. Duda
 Chairperson/Professor
 Computer Science and Information Systems
 339A Meshel Hall
 (330) 941-3339
duda@cis.yzu.edu

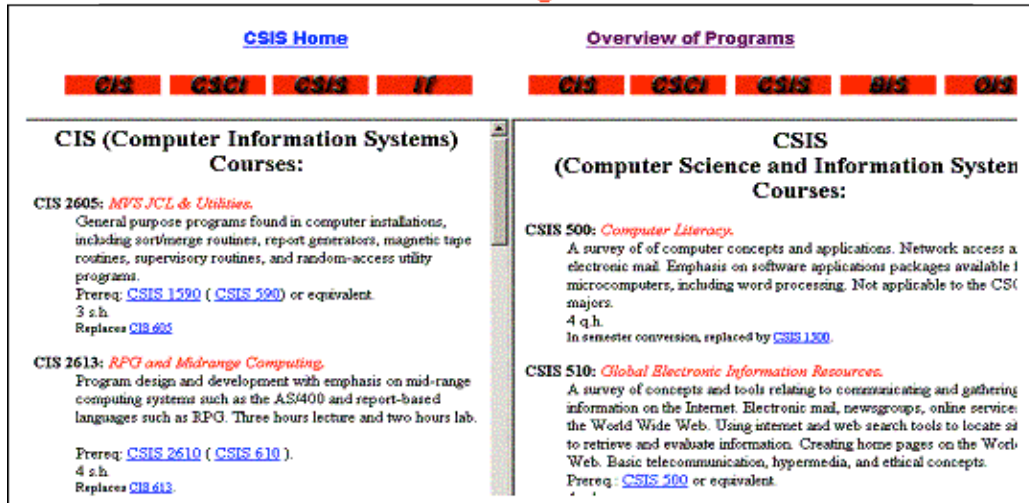
Please take a moment to visit these useful and informative websites.



[\(Programming Resource Learning\)](#) This web site was designed to help students answer some of their questions regarding certain programming applications. The Visual Basic Tips page is under construction.

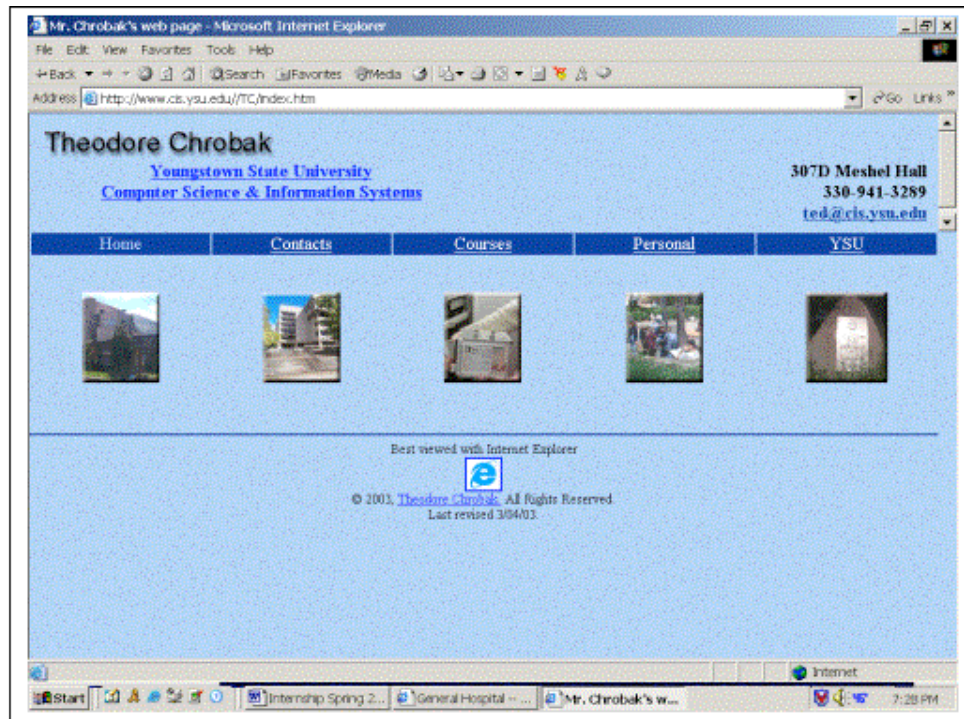
Image 6 is a side-by-side comparison of all the programs under the Computer Science department. This site allows the student to do course-to-course, program-to-program comparisons. This is a frame version made with Dreamweaver MX.

Image 6



In addition to, working with the CSIS Website and Dr. Duda's site, I assisted two faculty members in redesigning their

Websites. The following shows a redesign of Professor Chrobak's Website. I modified this site using both Photoshop 7.0 and Dreamweaver MX.



In addition, I designed a new interface for the Ohio Learning Network discussion page, also known as WebCT site. WebCT, the world's leading provider of e-learning solutions to higher education, is dedicated to helping you deliver the best educational experience to your students.³

Youngstown State University's Ohio Learning Network site was designed to allow programming teachers to communicate with each other. The WebCT interface will allow teachers to post questions, add helpful tips relating to a specific subject matter (programming) or simply visit the library. Please find below additional Websites I had an opportunity to design:

- ❖ <http://www.cis.ysu.edu/> (Computer Science and Information Systems)
- ❖ <http://www.cis.ysu.edu/summer03/summer03revised.htm> (Summer Schedule)
- ❖ http://www.cis.ysu.edu/surveys/CSIS_SummerSurvey.htm (Survey Example)
- ❖ http://www.cis.ysu.edu/programs/CSIS_Minors.htm (Minors)
- ❖ http://www.cis.ysu.edu/courses/New%20Courses_Frame/Framesidebyside.htm (Side by Side Comparison)
- ❖ <http://www.cis.ysu.edu/~duda/> (Dr. Duda)
- ❖ <http://www.cis.ysu.edu/~duda/HTML%20Folders/Resources.html> (Resources)
- ❖ <http://www.cis.ysu.edu/~duda/Program%20Website/PLR.htm> (Programming Assistance)

❖ <http://www.cis.ysu.edu/TC/index.htm> (Professor Chrobak)

Conclusion

It is not a simple task to summarize a world of gained knowledge and experience in a few lines. This internship has allowed me to see the world from a different perspective. I was able to put my education to the test and demonstrate hands-on learning methods, which I feel is invaluable. This semester has helped me learn a great deal of knowledge and experience that I would not have gained otherwise. I feel fortunate to have participated in this great program, which not only enhance my resume, but will be a tool that I will use in my future career and work endeavors. It has been an honor to work with staff members and professors who have been most generous with their time and expertise. I am grateful for their observations, help and support. Working in a true professional environment enabled me to experience the challenges of managing tight deadlines, handling changing priorities, and handling multitasking of duties.

Finally, this has been a wonderful experience, and I highly recommend it to friends and colleagues who are interested in gaining an educational experience that goes beyond the walls of the classroom. According to John Dewey, the father of Education, true learning occurs in a real setting, and real experience is a great teacher. I am glad I took on this internship and encourage others to do the same. Thank you!

1 <http://www.telin.nl/CE/VIPvideo/index.html>

2<http://www.memphisforensics.com/>: Computer Forensics is the process of acquiring and methodically analyzing digital data. This process requires forensic tools that will properly extract the data, authenticate it and preserve it. This data often will become evidence, so the forensics process must be legally sound and acceptable.

3<http://www.WebCT.com/>

Catherine Vivian Rouhana

Objective	Seeking an Information Technology position at a growing company where my Administrative Assistant experience and IT education may be applied.
Education	<ul style="list-style-type: none"> · Pursuing - Bachelor of Science in Applied Science · Major: Information Technology · Graduation Date for Associates Degree: December 2003 · Expected Graduation Date for Bachelors Degree: December 2004 · Working full time to pay for college expenses.
Special Qualifications	Information Technology, Youngstown State University, Knowledgeable in Microsoft - Outlook, Word, Excel, PowerPoint and Access, Proficient with Windows 95 through XP Internet Research, Adobe Photoshop 7.0 and Image Ready 3.0, Macromedia Flash MX and Dreamweaver MX and HTML, Responsible, Hard Worker, Motivated, Work well under pressure, Assertive. Project Management, Results-Oriented, Goal Oriented
Employment	2002 - Present Youngstown State University Youngstown, OH <u>Student Intern</u> <u>Department of Computer Science and Information Systems</u> <ul style="list-style-type: none"> · Conversion of documents into PDF Files · HTML and/or Dreamweaver conversion of documents into Web pages

- Weekly archives of Web documents
- Web searches related to CSIS activities and research
- Spreadsheet templates for CSIS
- PowerPoint productions for selected instructors as needed

2001-2002 JP Extrusions DBA VinylSource Youngstown, OH

Administrative Assistant

- Answer a 13-line telephone system; route calls and answer inquiries.
- Greet visitors and provide information about the organization.
- Perform a variety of office duties; basic bookkeeping, word processing; maintain appointment calendars; prepare travel vouchers; open and sort mail; collect and distribute parcels; make fax transmittals; file.
- Accounts Receivable – Receive checks from customers
- Only person trusted to make daily bank deposits.
- Accounts Payables – Contact vendors.

1996–2001 Rapid Design Services Warren, OH

On-site Secretary at Delphi Packard Electric Systems

Secretary to a department of 25-40 engineers and supervisors:

- Answered phones, directed calls and managed voice mail accounts.
- Created various documents and presentations; newsletters, forms, PowerPoint presentations.
- Input and maintained salaried timesheets on on-line payroll system.
- Acted as inner-office travel coordinator. Setup and maintained itineraries.
- Procured and inventoried office supplies.
- Monitored and distributed incoming and outgoing mail, Fed Ex.
- Maintained service on all office equipment; computers, printers, copy and fax machines.
- Performed day-to-day general office practices/procedures.

References

Available upon request
