

Table of Contents

Project Overview.....	2
Prototypes.....	3
Data Flows.....	36
Data Dictionaries.....	49
Flow Chart.....	92
Database Design.....	93
Company Database	
Student Database	
Testing Requirements.....	95
Design Inventory.....	95
Glossary.....	96

Project Overview

The Siena College internship program is an important and crucial part of the development of its students. The science portion of this program is responsible for many students getting successful internships during their tenure at Siena College. Currently Dr. Tim Lederman runs the science divisions' internship program by using volumes of paper documents outlining student applications, work site applications, contact information and other necessary information. A current student begins his internship process by filling out a paper application and submitting a transcript to the internship coordinator. The coordinator then approves or disapproves the student's application. If the application is approved then a site that works primarily in the student's given interest is found. The work sites follow a similar pattern in their application process. From a written proposal given to the coordinator, students are assigned based on their expertise and qualifications. At the end of the internship the student and the worksite fill out evaluations of each other's work experience.

SCIPAnet is proposed as a complete replacement to the current paper-based system of internship management. Through the use of an Oracle database it will be possible to maintain a centralized record of internship information both student and work-site related. The database will be a resource used to keep track of individual student experiences in the program allowing for an internet based application, transcript submission, and evaluation. It will also allow work sites to submit project proposals to the coordinator, update contact information and fill out evaluations about current interns. Finally, SCIPAnet will allow the Coordinator to perform queries using multiple search criteria.

Prototypes



SIENA COLLEGE

Creating An Account

First Name: Last Name:

Choose user type: ▼

Your **E-mail** address will be your **User Identification** name.

E-mail Address:

Password:

Confirm Password:

Secret Question: ▼

Answer:



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Science Internship Home Page

Login

Username:

If you are a new
client or student.
Click on link
below:

password:

[New Registration](#)

Forgot Password? [Click Here](#)



SIENA COLLEGE

Type in your Username.

Username:

Hint: ▼

Answer:



SIENA COLLEGE

Main Functions:

[Student Section](#)
[Work Site Section](#)
[Matcher](#)
[Synopsisizer](#)
[Administrative Functions](#)

Welcome Internship Coordinator:

Major:

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Computer Science | <input type="checkbox"/> Biology |
| <input type="checkbox"/> Environmental Science | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Physics |

Year:

Interviewed: ☐ Yes ☐ No

Placed: ☐ Yes ☐ No

Query Results:

Messaging Center:

Student Evaluation Request

View Control:

Load Preset View:

Student Milestones

User Defined View:

Students not placed

Column Control:

Current Columns:

First Name

First name	Last Name	Year	Major	GPA	Social Security	Interviewed	Placed
Dan	Marino	2009	CS	.1	111-11-1111	No	Yes
Jim	Bean	2001		4.0	222-22-2222	Yes	No
Steve	Shields	2003		3.2	333-33-3333	Yes	No
Jim	Brown	1956		2.0	444-44-4444	Yes	No
Sam	Sneed	1842		1.956	555-55-5555	No	No



SIENNA COLLEGE

Science Internship Home Page

Main Functions:

[Student Section](#)
[Work Site Section](#)
[Matcher](#)
[Synopsisizer](#)
[Administrative Functions](#)

Subject:

☐ Computer Science
☐ Environmental Science
☐ Chemistry

☐ Biology
☐ Mathematics
☐ Physics

Registration:

☐ Yes ☐ No

Student Name:

Interviewed:

☐ Yes ☐ No

Messaging Center:

Welcome Dr. Lederman:

Student Evaluation Request

View Control:

Load Preset View:

Student Milestones

User Defined View:

Students not placed

Column Control:

Current Columns:

First Name

All Columns:

First Name

Student Name	Registration	Resume	Evaluation	Interviewed	Placed
Jim Smith	X	✓	✓	✓	X
Steve Smith	✓	X	X	X	✓
Chad Esposito	✓	✓	X	X	✓



SIENA COLLEGE

Science Internship Home Page

Main Functions:

- [Student Section](#)
- [Work Site Section](#)
- [Matcher](#)
- [Synopsisizer](#)
- [Administrative Functions](#)

Subject:

- ☐ Computer Science
- ☐ Environmental Science
- ☐ Chemistry

- ☐ Biology
- ☐ Mathematics
- ☐ Physics

Project:

Student Name:

Run Query

Placement: ☐ Yes ☐ No

Welcome Dr. Lederman:

Messaging Center:

Student Evaluation Request

View Control:

Load Preset View:

User Defined View:

Column Control:

Current Columns:

All Columns:

Company Name	Address	Subject	Project	Student Name	Placement
ADT	515 Douche Rd. Albany, NY 12211	Computer Science	Admin. Assistant	Heather Addison	Yes
General Electric	1234 Fatty Rd. Loudonville, NY 12211	Computer Science	Software Engineering	Matthew Begley	Yes
IBM	32 Madden Rd. Apt. #323 Albany, NY 12211	Computer Science	SP Programming	Scott Dakers	Yes

Statement of Specific Interest:

Dear Dr. Lederman,

I am a senior. I am interested in the field of bio technology. I am especially interested in the possible applications to dance theory. I am a tremendous dancer and would like the opportunity to combine my two cheif loves, dance and bio technology. I think that this would be crucial to my development as a student here at siena college. Hopefully if i can get a pretty nice internship with one of the many performance biology firms in the area it would be a good "in". Thank you in advance for you consideration.

Quick Synopsis:

Copy Selected Text

Store

bio technology
dancing

Load Different Statement:

Heather Addison ▼

Load

Load Project Proposal:

Cisco Systems ▼

Load

Students:

Major:

Biology
Chemistry
Computer Science
Environmental Science
Math
Physics

Worksites:

Seaching For:

Biology
Chemistry
Computer Science
Environmental Science
Math
Physics

Student Lists:

Dan **Major:**
Hopkins *Computer Science*

[Statement of Interest](#)
[Resume](#)
[Application](#)

Synopsis:
*Database,
Software Engineering,
No Web*

Matt **Major:**
Begley *Computer Science*

Dan **Major:**
Marino *Computer Science*

Company:

General
Electric

[Project](#)
[Proposal](#)
[Contact](#)
[Information](#)

Synopsis:
*Computer Science,
Writing Skills,
Graphics*

KPMG

Miami
Dolphins



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Science Internship Home Page

Student Last Name:

Supervisor Last Name:

-or-

Company Name:

Query



SIENA COLLEGE

Science Internship Home Page

Student:

GE



Delete



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Science Internship Home Page

Welcome to the Internship Site Web Page

Choose one of the following options below.



[Update Current Contact Information](#)

Proposed Internship Programs:

[Java Consultant](#) ***Last Updated 10/6/2001*

[Web Designer](#) ***Last Updated 9/23/2002*



[Add New Project](#)



SIENA COLLEGE

Science Internship Home Page

Contact Information:

If the following information is incorrect please update it and press update. Otherwise cancel will return you to the main page.

Supervisor Information:

First Name: Last Name: Job Title: Work Phone #: Fax #:

--	--	--	--	--

Company Information:

Company Name Address Address 2

--	--	--

City: State: Postal Code:

--	--	--

Project Proposal

Semester:

Year:

Supervisor:

Title:

Company:

Telephone:

E-mail address:

Fax:

Address:

City:

State:

Zip:

Please Check One:



I have not previously supervised a Siena intern.



I have previously supervised a Siena intern, but not on this project.

Is there any type of course or skills required?

For Computer Science Internships Only:

Language or application requirements:

Hardware type(s), operating system(s):

Siena College

Science Intern Evaluation

Name of Intern:

Date:

Name and Title of Supervisor:

Company Name:

Reliability

	Excellent	Good	Fair	Poor	Not Applicable
Arrive at expected time:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preparation for assignment:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Completion of assignments on time:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

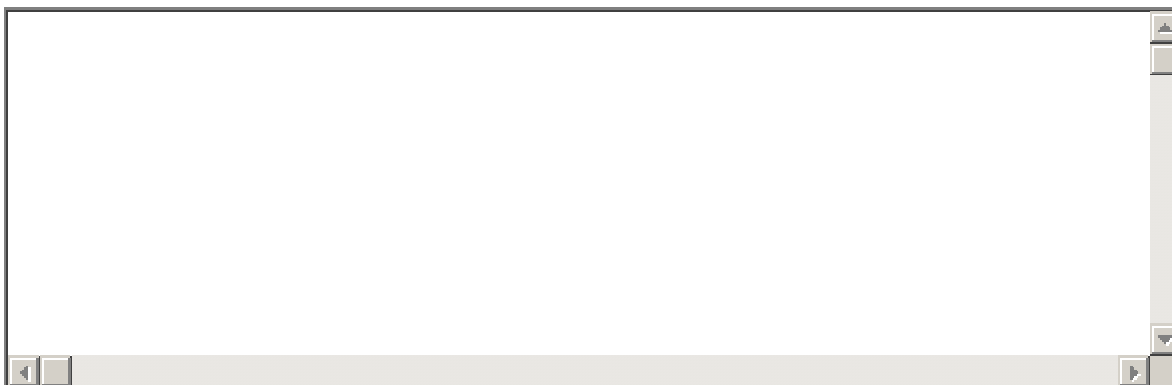
Initiative

	Excellent	Good	Fair	Poor	Not Applicable
Planning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Aptitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to work without supervision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Innovation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Drive, perseverance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Quality of Work

	Excellent	Good	Fair	Poor	Not Applicable
Organization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work with others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Written expression	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oral expression	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accuracy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Capacity to learn new skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:



Suggested Grade:

Would you like to have a Siena science intern next semester?

Yes ☐ No ☐

Submit



SIENA COLLEGE

Science Internship Home Page

Welcome, NAME OF STUDENT, to the Science Division Internship Program.



[Student Application Form](#)

Contains a form to fill out in order to apply for an internship.
Also allows for student to update their existing applications.

Science Intern Information Sheet

Last Name: First Name:

Major:

Class During Internship: Expected Graduation Date:

Academic Advisor: _____

You may earn up to a maximum of 6 internship credits, 1-3 credits per semester. A student intern works 40 hours on site for each credit.

Credits: (hours) Session for Internship:

Description of specific interests:

[illegible]Major GPA

--

Overall GPA Students #

Name:

Digital Foundry
Preliminary Design

Local Address:

City: State: Zip:

Phone

Home Address:

City: State: Zip:

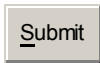
Phone

Grade	Course Name	Course Number
<div>Current</div>	<input type="text"/>	<input type="text"/>
<div>Current</div>	<input type="text"/>	<input type="text"/>
<div>Current</div>	<input type="text"/>	<input type="text"/>
<div>Current</div>	<input type="text"/>	<input type="text"/>
<div>Current</div>	<input type="text"/>	<input type="text"/>
<div>Current</div>	<input type="text"/>	<input type="text"/>
<div>Current</div>	<input type="text"/>	<input type="text"/>
<div>Current</div>	<input type="text"/>	<input type="text"/>
<div>Current</div>	<input type="text"/>	<input type="text"/>
<div>Current</div>	<input type="text"/>	<input type="text"/>
<div>Current</div>	<input type="text"/>	<input type="text"/>
<div>Current</div>	<input type="text"/>	<input type="text"/>
<div>Current</div>	<input type="text"/>	<input type="text"/>
<div>Current</div>	<input type="text"/>	<input type="text"/>
<div>Current</div>	<input type="text"/>	<input type="text"/>

Thank you for filling out the intern information sheet.

Once you press the submit button your form will be emailed to the Science Division Internship Coordinator.

You will be contacted within a couple of days and will be giving further directions at that time.



Siena College Site Evaluation by Intern

Top of
FormStudent
Name:

Semester:

Company
Name:

No. of
Credits:

Department:

Supervisor
Name:

Please answer the Following Questions using the provided Scale:

1 - Statement is Accurate



1. The projects or Tasks you were assigned were academically challenging.

1 - Statement is Accurate



2. The projects or tasks you were assigned were of reasonable magnitude (i.e. they could be done in the allotted time).

1 - Statement is Accurate



3. You were NOT asked to perform non-academic tasks for others (i.e. photocopying, filing, glassware cleaning, animal care).

1 - Statement is Accurate



4. A supervisor was available to introduce you to co-workers and show you the facilities,

1 - Statement is Accurate



5. Someone was available to answer your questions.

1 - Statement is Accurate



6. Your supervisor protected you from any internal disputes.

1 - Statement is Accurate



7. You were provided with a work space and all the resources (equipment, computer time, etc) that you needed.

1 - Statement is Accurate



8. You were adequately trained before being expected to work alone.

1 - Statement is Accurate



9. Your supervisor did not expect too much of you.

1 - Statement is Accurate



10. People with whom you came in contact with were friendly and courteous.

11. Would you accept this particular assignment again, knowing what you do now?
(Select one)

Yes ☐

No ☐

12. Would you register for an internship again, knowing what you do now? (Select one)

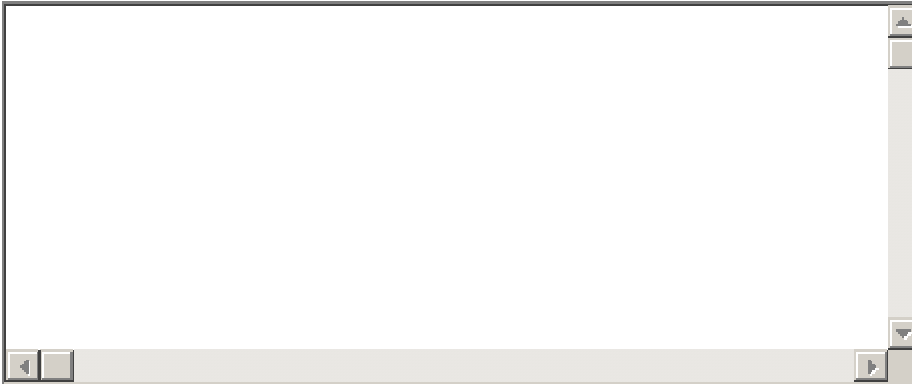
Yes ☐

No ☐

13. Describe the good points of your internship experience.

14. Describe the bad points of your internship experience.

15. Describe your internship as completely as possible in one paragraph. This paragraph will be used in reports submitted by the internship coordinator.

A large rectangular text input area with a light gray border and a vertical scrollbar on the right side. The area is currently empty, intended for the user to describe their internship.

Submit

Final Requirements

Many of you have questions related to the final report. This is a significant part of the evaluation process. Here are some tips to help you prepare an acceptable report.

1. Remember your audience! I am not an expert in your project. Be certain to explain all the details and the significance of things that may seem obvious to you. This means that you need an introduction to your paper that provides background information and sketches the "big picture".
2. Tell me what you did.
3. Tell me why the company wanted the job done. Again, this needs to have some detail attached to it.
4. What improvements occurred in company operations or research plans, etc. as a result of your efforts?
5. What new knowledge/product/etc is now available because of your work? What is the significance of this?
6. How did you do your project (i.e. materials and methods)?
7. Difficulties you encountered and why (and how you solved them).
8. Any goals that were not achieved and why not?
9. If you have written a program, submit a listing and sample output.
10. Be certain not to include any proprietary information in your report until it is cleared by your supervisor.

If you have done a research project, then a research paper format is a good model to use for your report. A well-written research paper will integrate virtually all of the points mentioned above. If your work is more applications oriented, then you should pay especially close attention to the items listed above when organizing your report. While length is no indicator of quality, do not sacrifice completeness for the sake of brevity. I expect a paper of approximately 4 to 5 pages in length. Communications skills are essential in any professional position. Your report should reflect high standards of English composition: style, syntax and grammar.

Due Date: All logbooks/sheets, reports, and site-evaluations forms are due in my office, Numbers Place 211 (if I am not in, put the material in the "INTERN" box on the floor outside my door) by noon on Monday, 14 December 1998.

DUE: Noon on Monday, 14 December 1998

You have to submit three documents to me as part of the evaluation process

1. your log book/sheets;

2. a brief, formal report of your internship:
3. an evaluation of your internship site (attached); and,

IF YOU FAIL TO TURN IN THESE DOCUMENTS, ON TIME, YOUR GRADE WILL BE LOWERED TO AN "F" (the course is Pass/Fail). Do not jeopardize your chances to graduate this May by neglecting to turn in these documents ON TIME!!!!

Internship Informational Meeting

Mandatory for Science Division Students

Who will be Seniors in Spring 2002

And who are interested in

Science Division Internship, SCDV-480 (Spring
2002)

Friday, Nov. 2, from 1:00-1:30 P.M. in

Colbeth Common Area

Application forms will be available

To be eligible for SCDV-480, you must:

- Be a senior majoring in one of the departments of Siena's School of Science: Biology, Chemistry, Computer Science, Environmental Studies, Mathematics or Physics.

- Have completed a minimum of 4 courses or 14 credits in the field of interest.
- Complete an internship application form.
- Be recommended by your academic department.
- Have a signed *authorization to register* slip from the Science Intern Coordinator.

If you cannot attend one of the meetings above, please see Dr. Egan (CD-207) as soon as possible.

SOME QUESTIONS AND ANSWERS ABOUT THE SIENA COLLEGE SCIENCE INTERN PROGRAM

What are an Intern's qualifications?

- They are seniors majoring in one of the six departments of Siena's Science Division: Biology, Chemistry, Computer Science, Environmental Science, Mathematics or Physics.
- They will have a minimum of four courses in the field of internship.
- They will be recommended by at least two Siena faculty members.
- They will have taken related courses in other disciplines. For example, a biology major will have taken calculus, chemistry and physics; a Computer Science major will have taken calculus, linear algebra and statistics.

How is an Intern assigned?

- Organizations provide the Siena Intern Coordinator with a list of projects available.
- Organizations may specify special qualifications, e.g. a specific course or courses.
- Siena students provide the Intern Coordinator with a list of preferred internships.
- The Intern Coordinator match students with internships.
- Organizations may reject an intern and request another.

What is an Intern's workload?

- Students elect to receive 1, 2, or 3 credits for a semester's internship.
- Interns work a minimum of 12 hours per week for 3 credits, 9 hours/week for 2 credits, and 6 hours/week for 1 credit.
- Preferably, an internship is a project or series of small assignments that can be completed by the student during the semester.
- Intern participation as part of a team in an ongoing procedure is also suitable, whether or not it will be completed within a semester.

How is an INtern supervised and supported?

- Each organization provides the Intern with a supervisor.
- The supervisor provides any training needed.
- The supervisor must be available to assist the student throughout the internship.
- The supervisor provides progress reports to the Intern Coordinator at least twice durring the semester.
- Each organization provides adequate space and equipment for the intern.
- The internship is expected to provide a learning experience for the student.

Does an intern receive compensation?

- Students are granted College credit for internships.
- Interns need not be paid a salary by your organization.
- Extraordinary intern expenses, such as extended travel or special instruction, should be reimbursed by the organization

REQUIREMENTS

FOR SCIENCE DIVISION INTERNS

Beginning of Semester

- When you are notified by the Science Internship Coordinator (currently Dr. Egan) of an interview for an internship (via e-mail - so check your e-mail regularly), respond quickly to set up an appointment. I want to have you all placed as soon as possible.
- After your interview, please notify the Coordinator of its outcome as soon as possible; if you and the site are NOT mutually satisfied, I need to know that as well. *NOTE: There is a limit to the number of interviews I will set up for you, so don't be too picky!*
- **Once you are at your site, you need to prepare a "Project Description" and turn it in to the Coordinator. Forms for this are available in the rack currently on the wall outside NP113.) This form, or its equivalent, should be returned by October 1.**

Durring the Semester

- You must report regularly to your internship site for the required number of hours each week: 2 credit internship - 6 hrs/week, 3 credit internship - 12 hrs/week.
- Remember that you are representing not only yourself, but Siena and the Science Division as well. You are expected always to conduct yourselves in a professional manner.

End of Semester:

- 2 or 3 weeks before the end of the semester you will recieve an e-mail from the Coordinator reminding you of the final requiremnts for your internship. *Remember that all these requirements must be turned in, or you will recieve a failing grade for the course.*
- Time Log: You should keep a time log showing a brief description of your weekly activities. This log should be readable, preferably typed.

- Project Report: You must prepare a report of the work you have accomplished and its significance to you and to your site. It should include, among other things, a description of what you learned for the project. A more detailed description of this report will be included in the end-of-semester notice you receive from the Coordinator.
- Site Evaluation Form: you must prepare an evaluation of your site. A form for this will be provided. This evaluation is NOT used to assess your performance, but rather to determine if your site has provided you with a good experience and whether it might be considered as an internship site in the future.
- You will also be required to take to your site and to give to your internship supervisor there an evaluation form on which the supervisor can evaluate you. They will be asked to mail this back to the Coordinator. This form will be available after the end-of-semester notice that the Coordinator will send out to you. Since you cannot be responsible for what your supervisor does or does not do, you can pass the internship even if this evaluation is not received.

Science Division Summer Internship Program

Guidelines & Procedures -- Summer

1. Students qualification. (*A form is available from the Director or in the Science Division Office*)

- See the Siena College Catalog for the campus-wide minimum regulations for internships.
- A 2.8 GPA overall, and in the student's major, and in the internship concentration (if not the student's major).
- A minimum of 84 credits completed towards the 120 credits needed for graduation.
- A program of study signed by the student's advisor outlining the completion of degree requirements within twelve months.
- Permission of the Director of the SDSIP, Dr. Mary Anne Egan, Colbeth Hall 207.

2. Credits earned and hourly time requirements.

- Limited to a total of 3 credits (Note: this credit counts as part of the 6-credit limit for internships).
- The intern will spend a minimum of 120 hours of internship activities on-site.

3. Internship location.

- Summer internships are not limited to the Capital District.
- Site is to be found by the student.

4. Starting date and ending date.

- The earliest starting date is the day after the Spring final exam period.
- The latest ending date is the date that Siena's Summer Session ends, unless a later date is approved by the Director at the time of registration.

5. Approval of Internship Site and Registration.

- After the student officially qualifies for a summer internship (see #1 above), the student will obtain a "Summer Internship Site Qualification Form" from the Director. In addition, the student will obtain a "Summer Internship, Schedule of Activities". These forms must be completed by the site supervisor and the student and returned to the Director no later than May 15.

- The Director will inform the student by electronic mail (usually with two week days) if the site has been approved.
- If the site is approved, the student will obtain an "Authorization to Register" slip from the Director and then the student will proceed to register for the course as part of Siena's Summer Sessions (and will be billed for 3 credit hours).

6. Reporting during the summer to the Director of the Science Division Summer Internship Program.

- Each Monday, by noon Siena time, the student will fax to the Director (518-782-6576) a log of the dates and times worked in the previous week and a brief description of each day's activities.
- On the last day of the internship (the date indicated by the student on the "Schedule of Activities" form), the student will fax to the Director a 4-5 page Final Report on the entire internship experience.

7. Grading.

- SCDV-480 is designated as a "pass/fail" course. Therefore, you will earn a grade of either "pass" or "fail".
- The grade will be based on the timeliness of all required reporting and the quality of the Final Report.

Data Flows And Data Dictionary