Registering for an Undergraduate Internship in Computer Science
(Revised 6/15/15)

An internship should complement your academic program and provide relevant experience in your chosen career field. To help insure that you register and get credit for an internship that satisfies these goals, do the following:

Before the internship:

- You must successfully complete CSCI 301 and 320.

- You must submit to the internship coordinator:
    - the name, mailing address, and telephone number of your supervisor-to-be
    - your work address and telephone number, if different from your supervisor's
    - a letter from your supervisor-to-be describing your duties
    - a completed "Approval Form for Independent Study and Arranged Courses"
    - a major-minor change form listing your 400-level electives

During your internship: you must arrange for a CSCI Faculty member to visit you at your workplace. A brief visit with your supervisor should be included. Maintain a diary/log of activities/projects that you were engaged, the problems you faced and how you resolved them. **These logs should be uploaded every two weeks to your D2L account for this course.**

After your internship (and before you receive a grade): you must submit to a CSCI Faculty member:

- an evaluation of your performance from your supervisor

- a report describing your internship experience – your report must be typewritten, single-spaced, with one-inch margins all around. It must contain:
    - the name and location of the company you worked for and a brief description of the nature of its business.
    - the name of the department/section you worked in and a brief description of its mission within the company.
    - a reasonably detailed description (3 to 4 pages) of the work you did during your internship – do not include any proprietary information in your report. If you are in doubt, check with your supervisor. This section will also document what specific problems you faced and how you resolved them. (This could, in effect, be a summary of the diary/log that you maintained). Include a summary of any new skills you acquired, and how you acquired them (self-study, workshop, etc.), how long the process took and what difficulties you faced in the learning process.
    - a description of your preparedness for the internship. Include:
        -- a list of the CSCI courses you took before the internship
        -- a list of those courses that significantly contributed to your internship work – explain briefly why they were helpful
        -- courses that you feel you should have taken or prior knowledge that would have better prepared you for your internship

- a description of how your internship relates to your academic and career goals.

How you can use the course credits earned through an internship: Successfully completing an internship gives you 3 credits for completing the CSCI 444 course. The grade for this course will only be an S/U. Under no circumstances can a letter grade (A,B,C, etc.) be given for an internship.

- The 3 credits earned for CSCI 444 can be used to satisfy your senior-level elective requirement for the computer science (accredited) major only. However, the remaining 12 credits of 400-level electives must be completed

through regular computer science courses (independent study or practicum cannot be used to satisfy the elective requirement if the student is using CSCI 444 to satisfy the elective requirement).

- The accredited computer science major requires that 400-level courses be taken from at least three different subject areas. These areas are listed in the computer science program. The internship course may not be used to satisfy this requirement; i.e., CSCI 444 does not qualify as a course that covers a computer science subject area. This requirement may only be satisfied using the courses listed in the bulletin, or through a CSCI 475 course with the consent of your advisor.
- The internship is not approved as a 400-level elective until the entire process is complete. If the work is insufficient to receive 400-level credit, the student may be asked to perform additional work or complete a project.

If you have any questions, please contact the Computer Science Department Chairperson in ECC-139B.

Guide for Supervisors of Interns in Computer Science

An internship should complement a student's academic program and provide relevant experience in a student's chosen career field. Therefore, we ask you, the prospective intern's supervisor, to show that a proposed internship will satisfy these goals.

Before a student can register for internship credit, we need a letter from you containing the following information:

- Your name, work address, telephone number and work email address.
- A list of duties or tasks to be performed by the intern. Please include enough detail to show that the internship is both worthwhile for the student and applicable to the student's course of study.
- A description of any training to be provided for the intern and the name(s) of the person(s) who will provide such training.

At the end of the internship period, we ask that you assess the student's performance, using your company's usual employee evaluation forms. The student will not receive a grade for the internship until we receive your evaluation. Additionally, we ask that you assess the student's preparedness for the job and the value of the internship itself to your company.

At least once during the internship, we will arrange to visit the student in his or her workplace. We hope to meet with you, too, during this visit.

We appreciate your giving our student the opportunity to sample the "real world". We hope this internship is successful enough to convince you to offer similar opportunities to other students.

If you have any questions, please contact:

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> 720 Fourth Avenue South, ECC-139
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