

A SUMMARY OF THE COMPUTER SCIENCE INTERNSHIP POLICY AT CSUSM

An internship is an educational experience in an environment providing field application of a student's theoretical classroom learning experiences for 1 to 3 credits. Internships are arranged under the following conditions:

1. The student wishes to undertake study involving both academic and applied experience and agrees to receive the number of credits commensurate with the scope of the project.
2. A field supervisor agrees to assist in the supervision of the student in exchange for the student's performance of specified activities, and agrees to provide a final report.
3. A faculty supervisor agrees to assist in development, supervision and evaluation of the project. The faculty supervisor has the responsibility to make the final evaluation of the project regarding the granting of credit.
4. The student and faculty supervisor prepare and agree to a learning contract that details the responsibilities of all parties to the internship. They obtain the consent of the field supervisor.

POLICY STATEMENTS

1. For each internship project, there will be a written contract between the student and faculty advisor which shall include:
 - A. Learning Objectives: This section will state what the intern hopes to learn. The learning objectives should be listed separately in a clear and concise manner.
 - B. Methods: This section will state precisely how the intern will accomplish the learning objectives. It will include a specific listing of internship duties under the supervision of the field supervisor and the required work by the faculty advisor.
 - C. Evaluation: This section will specifically list how the intern will be evaluated by both the field supervisor and the faculty supervisor. A list outlining the means of evaluation should be stated in a clear and concise manner.
2. The contract will be reviewed and approved by the faculty supervisor.
3. Substantive changes in the contract require the same review and approval as the initial contract, by the faculty supervisor. Changes after registration in the number of credits are subject to the same "add/drop" rules that apply to regular courses.
4. Grading and Credits: Internships are graded on an Credit/No Credit Basis. The number of credits for a particular project will be determined by the faculty supervisor. Factors that will be considered include the nature of the academic requirements and the number of hours per week the student will spend working under the supervision of the field supervisor.
5. Evaluation:

Evaluation of the quality of the internship project by the faculty supervisor should be made using the same standards that apply to regular course work. Ordinarily, the outcome of the project will be presented in some tangible form to facilitate this evaluation. The field supervisor should submit a short evaluative report of the student's activities.

INTERNSHIP TIMELINE

Shaun-inn Wu

- Fall Semester --- keep your ears open for any interesting things which might be happening!!
- prepare a draft of your resume and have others look at it and offer criticism. Make a final copy that looks fairly professional. (Resume's for internships should be kept to ONE page - NO LONGER!!) That page should have all of your education, experiences, goals, references, and personal information.
- January-February --- send out cover letters and resume's to all of the companies which have expressed an interest in interns, and also to any others which you are interested in. (You can get a copy of some addresses of interested companies from Shaun-inn Wu). Request applications, any info. available about internships, interview times, etc... ****DO THIS NO LATER THAN MID-FEBRUARY, BECAUSE MOST OF THE GOOD JOBS ARE FILLED IN EARLY MARCH!!**
- March (late)-April --- you should hear of acceptance/rejection or whatever by this time.
- May-June --- some companies get more money about this time, so there may be some more positions opening up. **KEEP YOUR EARS OPEN!!**
- May --- get internship forms from Shaun-inn Wu
- write a learning contract, and find a professor who is willing to be your supervisor on the internship.
- get approval of the contract from your professor.
- **THERE ARE SAMPLE COPIES OF THESE DOCUMENTS ON FILE, AND YOU MAY USE THESE TO GET IDEAS AS TO HOW YOU WOULD LIKE TO WRITE YOUR OWN.**
- pay tuition for the credits which you will get.

- be sure to use all of the resources which are available. Career Center, professors, local businessman, family friends, neighbors - (a lot of good positions can be found out about through these sources.)
- don't be afraid to use the telephone. Most companies and people are more apt to remember the person who has shown enough interest to keep calling and asking questions. **IT CAN'T HURT!!**

REQUIREMENTS FOR THE INTERNSHIP

- Keep a daily log of happenings, accomplishments, problems, etc.. which you will need in writing your report.
- write a report (# of pages is between you and your supervisor)
- ask your field supervisor to write a letter to your professor about your performance in your internship experience.
- give a brief seminar on your experiences during the fall term of the next school year.