INTERNERNSHIP POLICIES AND PROCEDURES

Internship provides you with supervised practical experience, working in a professional setting outside the classroom. Students can earn CS internship credit(s) (S/U only) under CS 3900 (and/or CS 3901): Internship in Computer Science. Minimum of 3 credit hours of internship course(s) is required for B.S. in Computer Science degree programs. (It is encouraged for B.A./CS degree programs.) Students may obtain up to 6 hours of credit for CS internship courses.

An internship is a structured experience, which must demonstrate educational value. To earn CS internship course credits, students must (1) apply for pre-approval of internship, (2) apply for CS internship course registration, (3) complete the internship(s), and (4) submit all required reports, and supervisor's evaluation and student's self-evaluations. (Note that students WILL NOT be able to register for CS internship courses by themselves—CS department will enroll students into the courses after internship course registration form is approved and processed.)

COMPUTER SCIENCE INTERNSHIP COURSES (S/U ONLY)

* These courses do not apply to minor in Computer Science.

1. **CS 3900** (3 credit hours) for **full-time** internships.
   - Students can keep the full-time student status by registering for CS 3900
2. **CS 3901** (1-2 credit hours) for **part-time** internships.

BASIC PRINCIPLES AND REQUIREMENTS

1. Minimum of 3 credit hours of internship course(s) is required for B.S. in Computer Science degree programs. Typically, 1 internship course credit is given for every 160 internship work hours (i.e., 480 work hours is equivalent to 3 credit hours of CS internship).
2. Students may obtain up to 6 hours of credit for CS internship courses.
3. Students must be registered for CS 3900 (for full-time internship) or CS 3901 (for part-time internship) during their internships.
4. Registration of Co-op 050 course is prohibited for students applying for CS internship credits.
5. Internship experience must be related to the development of the students as a computer scientist. Normally, the internship work should involve the design and/or implementation of some type of programming systems, whether in an application area or in the area of system development. The internship should also involve utilization and/or learning of CS knowledge. (Computer science (CS) spans the range from theory through programming to cutting-edge development of computing solutions. CS offers a foundation that permits graduates to adapt to new technologies and new ideas. The work of computer scientists falls into three categories: a) designing and building software; b) developing effective ways to solve computing problems; and c) devising new and better ways of using
computers and addressing particular challenges in areas. Most computer science programs require some mathematical background. –From the Association of Computing Machinery.) Work of a highly routine or automatic nature, such as data entry or operation, is not certified for the internship credit. (For instance, help desk type positions whose responsibilities include installing hardware/software or troubleshooting a PC will not be qualified for the internship credit.)

6. Internship experience is expected to be in a corporate environment. Generally, internal work positions (e.g., research assistant positions at BGSU) may not be qualified for CS internship credits.

7. Students are required to submit a report on internship experience and a self-evaluation. Students are also responsible for asking internship supervisor for student performance evaluation.

PROCEDURES FOR INTERNSHIPS

1. **Search:** Students would typically start searching for an internship after completing their 2000-level CS courses requirements. Students are encouraged to best-utilize their resources when searching for an internship (e.g., participating various recruiting/networking events).

2. **Pre-approval:** When found, the internship must be pre-approved by the department internship coordinator if students want to apply for CS internship course credits. This pre-approval of internship should be done BEFORE accepting the internship position. To get the internship pre-approved, the following information must be emailed to CS internship coordinator:
   - (1) Student’s name, BGSU ID, BGSU email, and phone number;
   - (2) Name and address of internship company and contact person’s email and phone number;
   - (3) Detailed internship information- internship department, internship period, position description, and all responsibilities;
   - Pre-approval confirmation will be emailed to the student within a week. This email must be attached to the internship course registration form.

3. **Course registration:** When internship is pre-approved, students can accept the internship offer and apply for CS internship course registration. To apply for the course registration, students must complete and submit the internship registration form (available on CS website, under *Forms*) with the pre-approval email attached to the office of CS department (Hayes 221) between two weeks prior to the semester start and the third day of the semester (typically, the Wednesday of 1st week of class). No email submission will be accepted.

4. **Complete the internship:** Students should complete the internship with their best effort. To earn the passing grade for the internship course, a final written report of internship and student’s self-evaluation and supervisor evaluation must be emailed to CS internship coordinator within the last week of the internship period, but no later than the last week of semester. The evaluation forms will be available on the Canvas page of the course.
THE FINAL WRITTEN REPORT & EVALUATIONS

To receive credit for the internship, students must turn in a detailed written report of internship experience along with examples of work projects as well as the student's self-evaluation and internship supervisor’s evaluation. The written report and evaluations are due within the last week of the internship period and no later than the last week of semester (i.e., before the final exam week) and must be emailed to the CS internship coordinator.

Your report should be factual, well organized, carefully written, thoroughly proofread, and it should follow these general guidelines:

- Spell check and grammar check the final report.
- Include a title page with your name, the name of the organization you interned with, the dates you worked, the name and title of your supervisor on job, and the date you are submitting the report.
- The body of your report should be at least four (4) pages long and include:
  1. A concise profile of the organization and its function in the community served or special publics with which it interacts. Describe briefly the organization’s policies and staff or departmental organization as these apply to your job.
  2. A description of your job, including detailed discussion of your duties, the tasks you completed, what you learned from the experience, the nature and quality of supervision you received. Be candid about problems encountered, if and how they were overcome. Highlight what you believe were your major learning outcomes.
  3. Internship Reflection: Use your journals to critically assess the extent to which the internship met your academic, professional, personal, and civic goals. Also include an objective assessment of the agency, organization, or company, and the internship supervisor.
  4. Samples of any work you contributed to the agency, organization, or company (this section could also include reports, software products, websites, photographs, lesson plans, memos, letters, etc.).

The student’s self-evaluation must be submitted along with the report. The supervisor evaluation must be emailed to CS internship coordinator from the supervisor's work email account.

See/contact CS internship coordinator for more materials and application information.
(Current CS internship coordinator: Dr. Hassan Rajaei, rajaei@bgsu.edu, 419-372-2002)

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