UNH Manchester Computing Internship Advising Summary mannchester Computing Internship Advising Summary

Basics:

Internship courses are required for all computing major students. This includes: undergraduate Computer Information Systems Major (CIS), and Computer Science (CS) Major, and at the graduate level: M.S. Information Technology Major and M.S. Cybersecurity Engineering Major.

Faculty Internship Coordinator:

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The Office of International Students and Scholars (OISS)

Website: https://www.unh.edu/global/international-students-scholars

Email: oiss@unh.edu

Internship Courses:

Undergraduate students:

COMP690 Internship Experience

The course has an applied research option for students who are currently working, and a team project option for students in their last semester of program.

Graduate students:

COMP890: Internship and Career Planning. This is a 1 cr course you need to take after the first semester to help you plan for the internship search process. The course is oJered in fall and spring semesters.

COMP891: Internship Practice

This is a variable credit 1-3 crs course that you will take when you have an external internship. You will need to register in this course for at least 1 credit to apply for CPT. The course is offered in both fall and spring semesters, as well as during the summer.

COMP 892: Applied Research Internship

This is a variable credit 1-3 crs course for students who are currently working full time or part time in the tech fields. The course is oJered in both fall and spring semesters, as well as during the summer.

COMP 893: Team Project Internship

The course is for students who are in their last semester of study and need to fulfill the internship requirements. The course is offered in fall and spring semesters.

FAQs:

How to register for Internship Courses?

All internship courses require instructor's permission. You will need to email the faculty internship coordinator, or the course instructor to register you for the course. For more details, you may email Prof. Karen Jin.

What are the best sources to look for an internship?

Students are encouraged to start their search on Handshake as most of the employers who posted their jobs are looking for UNH students. Students can also apply for jobs through the website of the company/organization they are interested in, or through job websites such as LinkedIn, Indeed and Hired. Do attend internship fair on both Manchester and Durham campus, and speak with family, friends, and faculty. Career and Professional Success office can help you with resume writing, interview coaching and other career advice.

Do I still need to take the course if I am currently working?

Yes, you do. Even if you are currently working or have worked in the past, you will still need to take the Internship Experience course as a degree requirement. However, you don't need to take another internship position if you are currently working in the field. You may use the applied research option of COMP690, or COMP892 to fulfill the internship requirements.

I did an internship last summer. Can I use that to cover the requirements for the course?

Unfortunately, you cannot use a past internship job to fulfill the course requirements. You must hold your internship position and work the required number of hours WHILE you are registered in the Internship Experience course.

How can I register my internship experience on Handshake?

It is mandatory for the student to register internship experience on Handshake to receive credits for this course. To do this follow these steps:

Login to Handshake

On top right corner, under Career Center go to Experiences

Click on "Request an Experience" and fill the form

Your internship experience must be approved by your site supervisor and your

course instructor

Make sure to include at least three well-developed learning objectives

If you have any questions related to registering your internship experience on handshake,

please contact Career and Professional Success office.

While working at my internship, do I need to do anything else for this course?

Yes, you must complete the following requirements to earn the credit.

Attend every scheduled class meeting

Submit weekly logs

Complete a final internship report

Give progress presentations during the class

Please check the specific course syllabus for meeting dates and additional details.

Do I need to write weekly logs every week? How many hours do I need to log?

Weekly logs are part of the internship course requirements. Weekly logs are due on every week you work at your internship, until you complete the hours at your internship necessary for the required credit hours. For undergraduate students, that is 150 hours for 4 credits of COMP690. For graduate students, the internship course is variable credits, the credit hour is roughly equal to 40 hours of internship work. For example, if you are enrolled in 3 credit hours of Internship Experience class then you must complete 120 hours of internship. You are not required, but highly recommended to continue with the weekly logs after you reach the total hours required based on your registered credits. Also, you don't need to submit any logs for the weeks you have not worked. For example, during a weeklong break from work.

Can I start my internship position before the Internship Experience course starts?

Yes. You may start your internship before the course starts, but you can count only up to 20% of the hours toward the total internship hours required, providing that you will complete the remaining hours during the same semester.

I just got an internship offer but the semester has already started, what shall I do?

You need to contact the faculty internship coordinator, prof. Karen Jin and let her know the situation. Depending on the timing of your offer, you may be allowed to late add into the internship course or arrange with the employer a later start day.

I am an F1 student, what do I need to request CPT Authorization with my internship?

To request CPT Authorization you will need the following items:

internship job description or job posting

internship offer letter

proof of your course registration (a screen shot of your registration in the Internship course will suffice if your name or UNH student ID number is visible)

Important Notes:

1. The internship offer letter must include your specific dates of employment. For example, if you are working for the duration of the Fall 24 semester, the dates you are eligible to work between are 8/26/2024 and 12//2019.

2. CPT authorization coincides with the semester dates. Employment cannot begin until the first day of the semester (usually around January 20th), therefore, there will be a 4 week period of time (approximately) that you cannot work in between semesters.

What are the steps to request CPT Authorization?

To request CPT Authorization, please follow these steps:

Meet with the Internship Advisor Professor Karen Jin <karen.jin@unh.edu> prior to submitting the OISS eForm.

Login to eOISS

Under F-1 Practical Training, choose "CPT Authorization Form".

Complete the form and upload a letter from your employer describing your job title, responsibilities, place of employment, start/end dates and the number of hours you will work per week. Upload proof of registration for the internship class (a screen print of your registration will suffice). After you submit the eForm, the Internship Advisor will receive an automated email from OISS requesting their approval for your CPT. Once the Internship Advisor has approved your request, OISS will issue your new I20. An OISS Advisor must issue your I-20 before you can begin employment. Please submit the eForm and supporting documentation 7-10 days in advance of your start date.

Timeline for taking the course:

For undergraduate students: You may take the internship course COMP690 any time you have an internship. You may also take COMP690 applied research option if you have a part time or full-time tech job. If you can't find an internship by the last semester of your program, you are allowed to take COMP690 the group project option.

For graduate students: refer the chart below:

Semester 1 (or any other semester + summers):

1. Do you already have a tech job?
   - Yes: Take COMP892 (Applied Research Internship)
   - No: Proceed to question 2.
2. Have you found an internship?
   - Yes: Take COMP890 (Internship and Career Planning)
   - No: Take COMP890 (Internship and Career Planning).

Semester 2 (or completed 9 credits):

1. Have you found an internship?
   - Yes: Proceed to Question 2.
   - No: Take COMP890 (Internship and Career Planning).
2. Is it an applied research internship?
   - Yes: Take COMP892 (Applied Research Internship)

- No: Take COMP891 (Internship Practice)

Semester 3 (or any other semesters + summers):

1. Have you found an internship?
   - Yes: Proceed to Question 2.
   - No: Take COMP890 (Internship and Career Planning).
2. Is it an applied research internship?
   - Yes: Take COMP892 (Applied Research Internship)
   - No: Take COMP891 (Internship Practice)

Semester 4 (Minimum 24 credits for Project students, 21 for Thesis students):

1. Have you found an internship?
   - Yes: Proceed to Question 2.
   - No: Take COMP890 (Internship and Career Planning) or COMP893 (Team Project Internship) depending on the student's requirements.
2. Is it an applied research internship?
   - Yes: Take COMP892 (Applied Research Internship)
   - No: Take COMP893 (Team Project Internship) or COMP891 (Internship Practice), depending on if the student has already taken COMP890

Important Notes from the Document:

- COMP892 (Applied Research Internship) requires 3 credits total and can be taken over multiple semesters.
- COMP891 (Internship Practice) requires 2 credits total, unless COMP890 is already taken, in which case it requires 2 credits total. It can be taken over multiple semesters
- COMP893 (Team Project Internship) must be completed in one semester. It requires 2 credits total if COMP890 is already taken.