SCHOOL OF COMPUTER SCIENCE AND ENGINEERING

CRITERIA FOR UNDERGRADUATE INTERNSHIP COURSES IN COMPUTER SCIENCE AND ENGINEERING

I.   **Criteria for Internship Courses are**:
   1. The student's position must be of a responsible nature and relate directly to the School's program. A minimum of 12 hours per week must be spent in the position for the duration of the quarter in which the student is enrolled in the internship.
   2. Academic credit will be given for work done. This work must be contracted with the School prior to registration.
   3. Internships at the student's place of employment must involve new learning experiences and be in addition to student's regular working hours.
   4. The student must have a work supervisor who is willing to evaluate his/her work performance. (Nevertheless, ultimate responsibility to evaluate the student will remain with the course's faculty instructor.) The supervisor must agree to write a one-page evaluation assessing the student's performance and conduct during the internship experience.
   5. The position must provide enough data for a report to be written at the end of the work experience and/or the end of the course enrollment period. Such a one-page report will be prepared by the student and submitted for inclusion in the intern's file.
   6. Sites may be in the public or private sector.
   7. Sites should be selected within the University's service area. Some sites have a predetermined number of internships each quarter.
   8. Students may select their own sites by first conferring with the responsible faculty member. Site approval will be determined by the Director of the school.
   9. To receive credit, the student must get a positive evaluation from both the faculty and field supervisors and present the results in the School Seminar.

II.   **Criteria for Selection of Students for Internship**:
   1. The student must sign up for a site at the School Office before registering for the course. This is to be done by completing the INTERNSHIP CONTRACT and having it signed by the responsible parties. The Department Secretary will then register the student.
   2. The proposed internship must involve computer programming, system analysis and/or design. Students seeking course credit for other work experience should take a "Community Service Project (CSE 399)" course.
   3. Students must be acceptable to the employer and to the faculty supervisor.
   4. Students may take a maximum of two internships. Only one may be counted toward their academic degree program.

III. **The Faculty Member Supervising an Internship will**:
1. At the outset of the course (each quarter for which a student intern is enrolled) the faculty member/supervisor will meet with the student and the field supervisor and discuss the goals to be reached in the internship.
2. Throughout the course, the instructor will maintain weekly contact with the student, approximately one hour/per week/per student.
3. The faculty member will have ultimate responsibility for the student's evaluation.

I will also present the results of this Internship in the CSE Seminar Series when the work is completed.

_____   _____

Student Signature   Date