

CpSc 450: INTERNSHIP HANDBOOK

**for
students majoring in**

**COMPUTER SCIENCE
INFORMATION TECHNOLOGY**

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COMPUTER SCIENCE DEPARTMENT

<http://www.sru.edu/depts/cisba/compsci>

College of Health, Environment and Science

Slippery Rock University of Pennsylvania

Slippery Rock, PA 16057

**724.738.2141 phone
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INTERNSHIP POLICIES

**WHEN REQUESTING THE INTERNSHIP SUPERVISOR
FOR AN INTERNSHIP**

- 1. Students should both request the internship advisor's and in addition seek for company's that are willing to have an intern.**

- 2. When requesting the internship supervisor for help in seeking an internship, the following should be sent to his e-mail address at sam.thangiah@sru.edu:**
 - A one-page resume in a WORD file format saved under the file name <your first name>-<your last name>-resume.**
 - A completed specification sheet (spec sheet) in a WORD file format saved under the file name <your first name>-<your last name>-spec.**
 - Type and semester for which internship is being sought.**
 - Total number of credits for which internship is being sought.**
 - Radius, in mileage, student is willing to drive for the internship.**
 - Paid/Unpaid internship.**

CRITERIA FOR INTERNSHIP APPOINTMENT

- 1. Junior or senior status.**
- 2. Meets departmental criteria for required courses in major.**
- 3. Overall QPA of 2.75; QPA of 3.00 in major.**
- 4. Application for an internship must be made at least one semester prior to the term in which the internship is to be undertaken.**
- 5. Deadline for application submission:
At the current time the deadlines are the same as those when registering for classes in fall, summer and spring as listed in the SRU class schedule. This is subject to change. Check with the internship coordinator for specific dates.**

CRITERIA FOR SELECTION OF THE COOPERATING AGENCY

- 1. Agency must be willing (and capable of) to provide meaningful supervised work experience for the duration of the agreed-upon term of the internship, and to report on the student's performance.**
- 2. Letter of agreement specifying nature of job, starting and ending dates, number of work hours per week, student's responsibilities, agency supervisor 's name, phone number and email and duration of the internship, and other terms and conditions, must be signed by agency, student and faculty coordinator.**
- 3. Agency must allow faculty coordinator to make on-site visits to observe business operations and student's performance.**
- 4. Agency must sign an Affiliation agreement with Slippery Rock University prior to any internship being authorized with the agency.**

CHECKLIST FOR REGISTERING FOR AN INTERNSHIP

- 1. Letter, in company letterhead, from the agency indicating that you, with your first and last name, have been hired as an intern, the job to be performed, the starting and ending dates of the internship and the number of hours per week that you will be working as an intern. The job to be performed has to be very relevant to the major/minor of the student. The starting date should be after all signatures have been obtained and have registered for the internship . Three credits of internship require 120 hours of work. Any work done before the internship registration date will not be counted towards the required internship hours. In addition, the letter should contain the name of the your internship supervisor, his/her e-mail address and phone number**

- 2. Internship form filled with the required details. The internship form can be obtained from <http://www.sru.edu/Documents/academics/academic-services/academic-records/InternshipRegistration.pdf>. Include the phone number and the e-mail address of the supervisor in the form.**
- 3. Signature of the advisor.**

- 4. Signature of the internship supervisor.**

- 5. Signature of the chairperson for the computer science department.**

- 6. Signature of the dean.**

- 7. Once all the signatures have been obtained the form should be taken to the Dean's office to be registered (No exceptions to this rule as only the Dean's office is authorized to register you for an**

internship). If it is a late registration, there will be charge of \$15 that must be paid before registering the course.

8. If an affiliation agreement needs to be signed with the Agency awarding the internship, then it can be a prolonged process requiring anywhere from two to six months. This is due to SRU legal counsel having to look over the agreement. An affiliation agreement with the Agency must be on file before an internship will be authorized.
9. The student is responsible for obtaining all the required signatures and for registering the class.
10. Read the affiliation agreement between the company and Slippery Rock University. A template is provided in the same folder. Sign off on the internship acceptance form and give it to Dr. Sam Thangiah.
11. Sign the form and date the Internship Notification letter and hand it to Dr. Sam Thangiah, the internship supervisor.

STUDENT INTERN'S RESPONSIBILITIES

- 1. To be available, and on time, for scheduled activities.**
- 2. To notify both agency supervisor and faculty coordinator, in advance, of necessary absences.**
- 3. To be well groomed and appropriately dressed at all times.**
- 4. To plan and carry out all assignments in a prompt and professional manner.**
- 5. To submit to the faculty coordinator a weekly e-mail report summarizing daily activities during the previous week.**
- 6. To maintain a journal of daily activities throughout the internship.**
- 7. To submit a final report (which conforms to the guidelines provided) by the deadline specified by the faculty coordinator.**
- 8. To attend internship seminars, as scheduled, and to maintain regular e-mail/telephone communication with the faculty coordinator.**

AGENCY SUPERVISOR'S RESPONSIBILITIES

- 1. To orient the student to the working environment and to establish a schedule of work activities.**
- 2. To present the student to the agency staff as a co-worker in a manner which ensures the student's professional status.**
- 3. To provide the intern with meaningful work experience throughout the term of the internship.**
- 4. To conduct with the student periodic evaluation sessions to assess the student's performance and progress, to review the projected work schedule, and to discuss matters of concern.**
- 5. To notify the faculty coordinator immediately of any problems arising out of association with, or supervision of, the student.**
- 6. To submit a final written evaluation of the intern's performance.**

FINANCIAL MATTERS

1. Students must pay internship tuition charges at the prevailing University per-credit-hour rate. Students are expected to enroll for tuition credits commensurate with the time worked for the agency.

Minimum credits: 3 (1/4 time, a total of 120 hours minimum).

Maximum credits 12 (full time, a total of 480 hours minimum).

Students should consult with the department internship coordinator regarding how credit hours are applied to the program major.

2. Slippery Rock University provides no remuneration to student interns.
3. Interns are not covered by Slippery Rock University insurance of any kind.
4. The cooperating agency may provide a stipend to the intern, and is encouraged to do so.
5. The agency is expected to reimburse the intern for all job-related out-of-pocket expenses.

Computer Science Department
Course Competency Plan

COURSE: CpSc 450 - Internship

Catalog Description: An in-depth study of the critical issues related to the computerization of society. Ethical, legal, and moral issues raised by the evolution of computer technology will be discussed. Prerequisite: Advanced standing. (3 credits)

Course Outcomes: This course and its outcomes support the Computer Science, Information Systems, and Information Technology Learning Outcomes of **Problem Solving and Critical Thinking (PS&CT)**, **Communication and Interpersonal Skills (C&IS)**, and **Ethical and Professional Responsibilities (E&PR)**. These Computer Science, Information Systems, and Information Technology Learning Outcomes are tied directly to the University Wide Outcomes of **Critical Thinking and Problem Solving, Communication, and Values and Ethics**.

Objectives	Strategies	Assessment Methods
<p>The student will be able to:</p> <ol style="list-style-type: none"> 1. Compare and contrast the attitudes and responsibilities in an educational environment with the attitudes and responsibilities in a professional environment. [All 3: PS&CT; C&IS; E&PR] 2. Apply the knowledge acquired from completing a variety of college courses to the solution of problems encountered in the internship setting. [All 3: PS&CT, C&IS; E&PR] 	<p>Together, the students and the professor will:</p> <ol style="list-style-type: none"> 1. Responsibilities of individuals in a full-time position. 2. Work together in developing solutions to various problems encountered during the internship experience. 	<p>The student will:</p> <ol style="list-style-type: none"> 1. Be evaluated by the rating instrument used by the cooperating agency. 2. Develop a weekly log summarizing the student's activities. 3. Write a paper summarizing the experience during the internship.

Syllabus

CpSc 450: Internship

Professor Sam R. Thangiah

Course Description: Professional work experience performed as an intern at selected agencies supervised both by the agency and by the Computer Science Department.

Prerequisites: Computer Science, Information Systems, or Information Technology major with junior or senior standing, 2.75 QPA overall (3.0 major QPA), and application to the department one semester prior to the term in which the internship is to be undertaken.

Credits: 3, 6, 9, or 12 credits, where 1 credit = 40 work hours.

ASSIGNMENTS AND DEADLINES

A weekly log of internship activities, and hours taken to accomplish said activities, is to be maintained in a log book and should be produced when required by the internship supervisor.

Employer Evaluation of Internship Student, Internship Project Final Paper,* Internship Site Visit Demonstration of Work Done, and Professional Resume of Student Intern are all due before the last day of classes for the respective semesters else an incomplete grade, "I", will be given. An "I" grade converts automatically to an "F" after two semesters.

Course Evaluation:

Employer Evaluation of Internship Student	40% of final grade
Internship Project Final Paper *	20% of final grade
Weekly Log of Activities to Internship Supervisor	20% of final grade
Internship Site Visit Demonstration of Work Done	10% of final grade
Professional Resume of Student Intern	10% of final grade

*NOTE: The student will write a 10-, 15-, or 20-page final paper that details the internship accomplishments for 3, 6, and 9/12/15 credit internships respectively. The final paper should be single-spaced, 12 point, times new roman font. Images should make up less than 15% of the paper.

EMPLOYER EVALUATION OF INTERNSHIP STUDENT DEPARTMENT OF COMPUTER SCIENCE

Mail to: Dr. Sam R. Thangiah, Internship Coordinator
250 Advanced Technology & Science Hall
Or FAX to: 724.738.4513 Attn: Dr. Sam R. Thangiah

Slippery Rock University of PA
Slippery Rock, PA 16057

Student Name: _____ **Major:** () Computer Science
COMPANY: _____ () Information Systems
() Information Technology

Work Period from _____ **to** _____ **Hours per Week:** _____ **Total Weeks:** _____

INSTRUCTIONS: The immediate supervisor will evaluate the student objectively with other students of a comparable academic level, with other personnel assigned to the same (or to similarly classified) jobs, or with individual standards.

COMPUTER & IT SKILLS

- () Outstanding
- () Very good
- () Average abilities
- () Has some difficulty
- () Poor skills

INTERPERSONAL SKILLS

- () Exceptionally well accepted
- () Works well with others
- () Gets along satisfactorily
- () Somewhat indifferent to others
- () Works poorly with others

ABILITY TO LEARN

- () Learns very quickly
- () Learns readily
- () Average in learning
- () Rather slow to learn
- () Very slow to learn

QUALITY OF WORK

- () Excellent
- () Very good
- () Average
- () Below average
- () Very poor

JUDGEMENT

- () Exceptionally mature
- () Above average
- () Usually makes right decision
- () Often uses poor judgment
- () Consistently poor

DEPENDABILITY

- () Completely dependable
- () Above average
- () Usually dependable
- () Sometimes neglectful
- () Unreliable

ATTENDANCE: () Regular () Irregular

PUNCTUALITY: () Regular () Irregular

COMMUNICATION SKILLS

- () Outstanding
- () Very good
- () Average abilities
- () Has some difficulty
- () Poor skills

OVERALL PERFORMANCE

- () Outstanding
- () Very good
- () Average
- () Marginal
- () Satisfactory

THIS REPORT HAS BEEN DISCUSSED WITH THE STUDENT INTERN: () YES () NO

(Signed) _____

(Date) _____

(Name) _____

(Title) _____

PLEASE DESCRIBE THE WORK THAT THE INTERN ACCOMPLISHED.

Employer Evaluation continued.

Please expound on your evaluation of the Student Intern from the Computer Science Department at Slippery Rock University:

1. Quality of the student's work

2. Academic/Curricular preparation within computing and outside discipline

3. Technical knowledge and skills

4. Ability to adapt to work environment/hardware/software

5. Oral and written communication skills

6. Planning and organizational skills

7. Other comments

THIS REPORT HAS BEEN DISCUSSED WITH THE STUDENT INTERN: () YES () NO

(Signed) _____ (Date) _____

(Name) _____ (Title) _____

(E-Mail) _____ (Phone) _____