

UNDERGRADUATE INTERNSHIP IN COMPUTING

GENERAL GUIDELINES

An internship can be a critical part of the college experience at SFA, and the real-world experience gained can provide students with a competitive edge when beginning their career. Online job boards and internet searches are convenient ways to search for career opportunities. Unfortunately, scammers utilize internet search results, online job boards, and advertisements to target unsuspecting college students looking for job openings and internships. Students are encouraged to reduce their risk by educating themselves on the signs of an internship scam. Students should review the posted information at the [College of Sciences and Mathematics Internships](#) landing page.

Course Description: One to three semester hours. Supervised on-the-job training in one or more facets of the field of computer science.

Prerequisites:

Advanced standing as a student with a declared major or minor in the Department of Computer Science. An overall GPA of 3.0 or higher and a GPA of 3.0 or higher in all major and minor coursework, or consent from the Dean or designated representative of the College of Sciences and Mathematics. Students registering in CSCI 3185 must have a C or better in CSCI 3302. Students registering for CSIT 3185 must have a C or better in at least six advanced hours of computer science, including 3 hours from CSIT 3351 or CSIT 3353.

May be used to satisfy a total of 3 hours of advanced elective computer science requirements for a computer science, information technology, or computer information systems major. May not be used to satisfy requirements for any minor in the Department of Computer Science. May be repeated to a total of six hours credit towards general advanced hour electives. **Pass or Fail.**

Receiving a failing internship grade or withdrawing from the course due to an unsatisfactory evaluation or termination by the employer shall disqualify the student from further enrollment in any internship course.

General Information

The working hours / credit hours relationship depends upon the type of position and the number of hours worked per week. Ordinarily, a three-credit hour internship course should include at least 180 working hours. Deviations in the working hour-credit relationship must be approved in advance by the internship director.

Student Responsibilities & General Workflow

1. Obtain employment in a position that involves direct work relevant to the field of computing.
2. Complete the College of Sciences and Mathematics Internship Application for Credit Form. This form provides contact information for your internship supervisor, documents the internship duties, and aids in validation of meeting the prerequisites for course credit. The form must be received and approved prior to commencing the internship to receive course credit. Please note the following:
 - a. Applications received within ten business days of the internship start date may not receive full consideration.

- b. Applications received and requesting credit within a term commencing in less than ten business days will be rejected.
 - c. Internships with organizations outside of the East Texas area involving only remote work will not be considered. An exception may be granted for organizations that are publicly traded.
 - d. Internships with majority work related to computer science education will not be considered.
3. After receiving a permit from the internship director, enroll in the corresponding CSCI 3185 or CSIT 3185 section.
 4. Perform duties of position as required by organization.
 5. Attend a minimum of three internship group meetings during the semester as announced by the internship coordinator (you will be contacted about the meeting times). Exceptions may be granted for students who have earned internship credit in a previous term or those employed outside the Nacogdoches area.
 6. Present a two-page (1 inch margin, 12-point, single-spaced, Times New Roman) written report to the internship coordinator, describing the duties performed, learning experiences, hours worked, benefits of internship, effects of internship on your education and future. The internship director may elect to send a survey to be completed instead.
 7. Participation in at least one event discussing the student's internship experience. This may include presenting at a CoSM organization meeting, serving on a panel, etc. This will be scheduled in coordination with the internship coordinator.
 8. A professional resume that documents the internship experience is to be delivered as determined by the Internship Coordinator and no later than the last day of classes for the indicated term.
 9. Create or update your LinkedIn profile to document the internship experience.
 10. The internship and work supervisor will be sent a performance appraisal that will be completed prior to the completion of the internship.