

UNDERGRADUATE INTERNSHIP IN COMPUTING

GENERAL GUIDELINES

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 major or minor in Computer Science, Computer Information Systems, Data Analytics, or Information Technology, with a C or better in least six advanced hours of computer science including 3 hours from CSCI 3323 or CSIT 3351 or CSIT 3353, overall grade point average of 2.5 or higher, computer science grade-point average of 2.5 or higher, and consent of the CSCI/CSIT 3185 course supervisor.

May be used to satisfy a total of 3 hours of advanced elective computer science requirements for a computer science, data analytics, 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 shall disqualify the student from further enrollment in the course.

General Information

The working hours / credit hours relationship depends upon the type of position and the number of hours worked per week. Ordinarily, at least 100 working hours yield one credit hour. Deviations in the working hour-credit relationship must be approved in advance by the internship director.

Student Responsibilities

1. Obtain employment in a position that involves direct work relevant to the field of computing.
2. Complete internship application and approval form. This form provides contact information of your internship supervisor, documents the internship duties, and aids in validation of meeting the prerequisites for credit. The form must be received and approved prior to commencing the internship to receive course credit.
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 company.
5. Attend one or two internship group meetings during semester as announced by internship director (you will be contacted about the meeting). This requirement may be waived for 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 director, 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 outreach event discussing your internship experience. This may include presenting at a computer club meeting, serving on a panel, etc. This will be scheduled in coordination with the internship director.
8. Your work supervisor will be sent a performance appraisal to complete prior to the completion of your internship.