

UNDERGRADUATE INTERNSHIP IN COMPUTING

GENERAL GUIDELINES

An internship is a critical part of your college experience at SFA, and the real-world experience you can gain will provide you with a competitive edge when beginning your career. Online job boards and internet search 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. To help reduce your risk and educate yourself on the signs of an internship scam, please be sure to review the posted information at the [Department of Computer Science Internship](#) website.

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 the Department of Computer Science. 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.

Overall grade point average of 2.5 or higher, in major course-work 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, 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.

Students can apply for graduate credit for an internship provided they meet the general requirements stated above and is detailed in the following section.

Student Responsibilities & General Workflow

1. Obtain employment in a position that involves direct work relevant to the field of computing.
2. Complete the 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. 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 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.