

INTERNSHIP IN COMPUTER SCIENCE
COMPUTER SCIENCE 4910

Department of Computer Science

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<http://www.mtsu.edu/csc>

OBJECTIVES OF INTERNSHIP PROGRAM

The Internship in Computer Science is designed to provide work experience while the student is still in school, to coordinate job experience with academic training, and to help the student make the transition from classroom to job.

ADMISSION TO THE INTERNSHIP PROGRAM

A student interested in internship should discuss his/her interest with the internship coordinator. Once an internship is arranged, the student will write a letter to the coordinator including the items below. This letter will be signed by the student and the student's supervisor.

1. A request for the number of credit hours desired in CSCI 4910.
2. The dates and hours the student will be working.
3. A description of the work that will be done. A company is not required to divulge proprietary information, but the coordinator must be able to conclude that the work is equivalent to a regular upper division computer science course.
4. A statement that the student understands that he/she is required to maintain a daily journal of his/her experiences during the work period, and to write a report at the end of the work period. The report will be signed by the supervisor and submitted to the coordinator before a grade is assigned.
5. A statement that the supervisor understands that s/he will be filling out an evaluation form, and that this must be submitted to the coordinator before a grade is assigned.
6. The MTSU Internship Learning Agreement form must be attached to this letter. Found at http://www.mtsu.edu/ouc/forms/Internship_Learning_Agreement_Form.pdf

Prerequisites. An applicant must meet the following prerequisites by the time he/she registers for Computer Science 4910. (Certain prerequisites can be waived by the Computer Science faculty in special instances.)

- Must have already taken CSCI 3110.
- Must have completed at least 30 semester hours with two semesters at MTSU;
- Must have taken at least two computer science courses at MTSU;
- Minimum overall average of 2.75 and
- Minimum 3.00 in computer science..

Review of Application. After an application letter is submitted, the coordinator will review the application and will consult with the Computer

Science faculty if needed. The coordinator will then approve, conditionally approve, or reject the student's application.

Notification of Status. As soon as the coordinator makes a decision regarding the student's application, the coordinator will notify the applicant regarding the status.

Approval and conditional approval at this point in time is contingent upon being accepted by an approved organization. A student who is given a conditional approval must report to the coordinator immediately upon receiving notification of this status. The coordinator will explain the nature of the condition and the process by which this condition may be removed. Conditional approvals may result from not having completed enough computer science courses at MTSU to provide an adequate evaluation of the student's academic ability in computer science at the time the application was submitted, not having attained the required GPA, etc.

Assignment to Firm. A student should on his/her own initiative find a firm or a company that desires him/her as an intern and should contact the internship coordinator to see if the details of the situation can be worked out to the mutual satisfaction of all concerned. If the student is unable to locate a firm, the coordinator will attempt to match appropriately qualified students with an appropriate organization. Even though a student may meet all requirements, an internship is not guaranteed. The coordinator is no way obligated to find internships when they are scarce or unavailable.

Registration. The coordinator will give the student a permit to register in CSCI 4910 for the term in which the job assignment is performed. CSCI 4910 is variable credit, 1-6 credit hours. 1 credit hour will be awarded for 75 hours of work experience. See the following table for specific hours per week for Spring and Fall semesters. Summer must do at least the total number of required hours for credit. At most 3 hours can count as upper division computer science electives, and then only with the approval of the student's advisor.

Units Taken	Total work hours per semester	APPROXIMATE hours of work per week for <u>fall</u> or <u>spring</u> semesters
<i>1 unit</i>	75 hours	5
<i>2 units</i>	150 hours	10
<i>3 units</i>	225 hours	15

PROGRAM REQUIREMENTS – STUDENTS

On-the-Job. During internship, the student should consider himself/herself an employee of the company, subject to all requirements imposed on the regular staff of the company. The student should also consider himself/herself as a representative of MTSU and the Computer Science Department. Only in extreme cases will the Computer Science coordinator intervene in the employer-employee relationship. The student must maintain a journal summarizing the activities and problems to which he/she was exposed during the course of the internship. This journal will be an aid in writing the final report.

As soon as a resident address has been established for the internship period, the student must notify the coordinator of his/her address and telephone number.

Academic. Each student is required to write a report (3-5 pages long, word-processed) about the work performed during the internship and what was learned from the experience. This paper must be signed by the intern's supervisor and a copy of the report given to the supervisor.

Toward the end of the internship period, the internship coordinator will provide the intern's supervisor with an evaluation form to be completed and returned to the coordinator. The student's grade will be based on his/her written report and the evaluation submitted by the supervisor.

All requirements for grade and credit must be met during the semester of the internship, unless special permission has been granted, in writing, by the coordinator.

SALARY AND EXPENSES

The program consists of full or part-time employment with a firm. The student will receive a salary for the period of employment. Salary paid should be consistent with that paid other comparable employees. Reimbursement for travel expenses, etc., incidental to work assignment should be in accordance with each firm's policy for regular employees.

PROGRAM REQUIREMENTS – FIRM

Admission to the Internship Program. A company wishing to participate in the Internship Program should notify the Department of Computer Science internship coordinator. A participating company is not required to take

interns every semester, and a company is not required to select from available students.

Work Assignments. The firm should keep in mind the purpose of the Internship in Computer Science outlined in Section I. Accordingly, work assignments should include a reasonable amount of diversification and exposure to computer science.

Evaluation of Intern. Upon completion of the internship, the firm is required to submit an evaluation of the intern to the Coordinator of the Internship Program. These evaluation forms will be mailed to the firm. The student must notify the coordinator immediately after the start of the internship of the name of the individual who will be responsible for preparing the evaluation.

Employment Obligation. No obligation regarding employment is assumed by either the intern or the company upon completion of the internship.

Coordinator Visits. The coordinator will attempt to arrange at least one visit to the intern's work site during the course of the internship experience. This visit will be at the coordinator's expense, but there is an expectation that the student's supervisor or some other representative of the firm will be able to meet with the coordinator.