

**OUTLINE OF PROCEDURES AND GUIDELINES
COMPUTER SCIENCE INTERNSHIP PROGRAM
EDINBORO UNIVERSITY OF PENNSYLVANIA**

Revised Fall 2020
Department of Mathematics and Computer Science

I. Statement of Philosophy

The Computer Science internship is a capstone experience for students pursuing either the Bachelor's Degree in Computer Science - Applied track, Bachelor's Degree in Computer Science - Network & System Administration track, Bachelor's Degree in Computer Science - Web & Mobile Application Development track, or the Associate's Degree in Computer Science. It is also an important elective opportunity for students pursuing the Bachelor's Degree in Computer Science - Theoretical track, Bachelor's Degree in Computer Science - Cybersecurity track, Bachelor's Degree in Computer Science - Game and Virtual World Development track. Through the practical work experience provided by the internship, the student gains exposure to a realistic work environment, the student is guided toward formulation of achievable career goals, and the student is able to employ skills, concepts, and thought-processes learned in the classroom setting.

II. The Program

The program will be available to qualified students after the majority of courses in computer science have been completed.

A. The goals of the program

1. Improve the qualifications of our graduating students through practical learning experiences.
2. Provide a communication link between business and education.
3. Provide a real and relevant application of academic lessons.

B. Objectives

EUP will identify to all participating companies what the university and students wish to accomplish through the internship. Specific work opportunities within operations, systems, or programming will be sought.

C. Qualifications

For the student to be eligible for the internship:

1. The student must have completed CSCI130 Principles of Programming I and twelve credits of CSCI 200-level or higher courses with a C- or better.
2. The student must have a GPA of at least 2.5 in the major (all required CSCI core courses).
3. The student must have a GPA of at least a 2.0 overall.

D. Application Procedure

A student satisfying the above criteria is eligible to apply to the Department of Mathematics and Computer Science for participation in the internship. The applicant must have a completed resume reviewed by the Edinboro University Career Development and Experiential Learning Department. The applicant must have completed the *Applicant Information* form and submit it for signature to their advisor. The reviewed resume, advisor approved *Applicant Information* form must be submitted to the Department Internship Coordinator according to the following timetable:

1. If applying for spring semester, apply by October 15th.
2. If applying for summer session, apply by February 15th.
3. If applying for fall semester, apply by April 1st.

The applicant must also pre-schedule for the internship by adding the appropriate number of Internship credits under "Intent to Schedule".

The applicant is responsible for finding a position. Once the position is found it must be submitted to the Department Internship Coordinator for approval. The information to be submitted includes the job title, job description, start and end date, number of hours a week (or total), and supervisor contact information.

E. Participating Companies

A participating company should complete a participation form provided by Edinboro University which will provide the following information to the University:

1. scope of computer activities in the organization,
2. descriptions of possible positions and duties to be assigned to students,
3. special requirements to be considered such as bonding, clearances, etc.

The advantages for the participating company are:

1. an exposure to potential employees without a firm commitment to hire,
2. completion of meaningful tasks by university trained individuals,
3. possible input of new ideas and techniques that can be applied to existing problems,
4. a program by which the participating company can affect future course offerings.

F. Availability of Students

The student's schedule should be flexible in order to meet the company's needs. The student is required to work 37.5 hours per internship credit. For a nine-credit internship the student will spend 337.5 hours (nine weeks full-time, or part time throughout the semester for a total of 337.5 hours) working at the internship site.

G. Faculty Supervision

Department Internship Coordinator will make scheduled visits to the company to confer with the student and the student's immediate supervisor to review the student's work experience.

H. Liability While on the Job

If the participating company does not provide insurance coverage, the student will be responsible for obtaining coverage and producing evidence of such to the company. It is the responsibility of the company to inform the student of any needed coverage.

I. Method of Evaluation

A satisfactory/unsatisfactory method of evaluation rather than a grade system will be applied. The Department Internship Coordinator will be responsible for making this evaluation.