

Internship Guidelines

Department of Mathematics, Computer Science, and Digital Forensics

OBJECTIVE

An academic internship is a way of earning academic credit for real-world experience that builds on and informs your coursework in your major.

ELIGIBILITY

- At least earned 60 earned credit hours.
- Minimum cumulative GPA of 2.0.

Any exceptions must be approved by the Department Chair.

CREDITS

One credit is equivalent to 40 working hours. A maximum of 3 credits (120 hours) can be applied to the requirement for Computer Science or Digital Forensics electives.

APPLICATION PROCEDURE

1. Select a faculty member to be your faculty internship supervisor.
2. Meet with your internship supervisor to discuss the internship and find out if there is an active Affiliation Agreement between CU and the organization for which you will be working. If there is not, follow the procedure described below for obtaining an Affiliation Agreement.
3. Obtain a job description on company letterhead. This is usually an outline or a couple of paragraphs in length. This will be used to ensure that your internship will constitute a genuine computer science learning experience for which academic credit may be awarded.
4. Work with the department office to submit an internship form for approval.

AFFILIATION AGREEMENT

- No internship will be approved or may begin unless an active affiliation agreement is in place.
- If no Affiliation Agreement exists between CU and the organization, bring the following information to the department office:
 - Name of the organization
 - Mailing address
 - Phone Number
 - Internship supervisor's name, title, and email address

It usually takes about 8 weeks for an Affiliation Agreement to be approved.



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STUDENT RESPONSIBILITIES DURING THE INTERNSHIP

- Maintain contact with your faculty internship supervisor.
- Maintain a written daily log or journal summarizing your activities and relating the experience to your academic program. Submit weekly logs to your faculty internship supervisor.
- After the internship concludes, submit a final report to your faculty internship supervisor. It should describe what you did and what you learned and any thoughts you may have about the overall experience.

ON-SITE SUPERVISOR RESPONSIBILITIES

- Provide a written job description and letter of invitation on company letterhead.
- Assign, coordinate, and oversee the student's on-site tasks.
- Provide quality mentorship to enhance the student's experience.
- Be available for contact with the faculty internship supervisor.
- At the midpoint of the internship, provide a brief summary of the student's performance. This may be done by email or verbally (on the phone or in a video meeting).

FACULTY INTERNSHIP SUPERVISOR RESPONSIBILITIES

- Periodically check with the intern to see how the work is progressing.
- Acknowledge receipt of weekly logs.
- Make contact during the internship with the on-site supervisor to obtain a brief summary of the student's performance as described above.
- Evaluate the student's performance based on information from the on-site supervisor, the student's logs, and periodic discussions with the student. Report the grade by the semester deadline.