Application for CSCI 491 – Internship

Description

This application form is for students who wish to complete an internship for academic credit in CSCI 491. This application is not required if students are not seeking academic credit for the internship, but other authorizations for off campus orders are. Students must be enrolled in CSCI 491 during the time that work is completed for the internship. Internships are for junior and senior cadets only, and cadets can only participate in one internship in any given semester.

Required Information

Student Name				
CWID	Class	Major	Minor(s)	GPA (Minimum 2.50)

Name and Street Address of Internship Company	Website for Internship Company	

Supervisor Name (or other contact if unknown)	Supervisor Email	Supervisor Phone

Expected Work Schedule	Hours per Week

Start Date	End Date	Leave Uniform	Mode of Travel	Your Mobile Phone Number

Attach One of the Following Items

- Official Internship job description/posting from company website, advertisement, etc.
- Roles and responsibilities of the internship signed by supervisor (letterhead preferred, email acceptable)

Justification for Academic Credit

The applicant must type and submit answers to the following questions to be considered for academic credit.

1. In the performance of this job, are you going to be using Computer Science skills, or could a non-Computer-Science person do the same work?
2. How are these Computer Science skills going to be demonstrated/used? (For example: programming, writing test cases, analyzing algorithms, field installations, etc.)
3. What do you see yourself learning from this internship?
4. Why do you think this worthy of academic credit? (Consider the scope of work for a 3 credit hour, upper division course in Computer Science.)

Signatures

By signing and submitting, you agree to comply with all policies on the reverse of this form.

Student   _____ Date_____

Internship Advisor   _____ Date_____

Department Head   _____ Date_____

Policies Governing Academic Internships in Computer Science

Academic internships offer the opportunity for students to apply academic learning to practical situations.

Pre-approval and Registration

All academic internships (including summer internships) must be pre-approved by the Associate Provost. Academic credit will be awarded at the end of the term (including summer terms) in which the internship occurred. The Associate Provost will consider exceptions to this policy only at the time of pre-approval and registration. Without pre-approval, credit will not be awarded in the fall semester for internships taken in the summer.

Eligibility

Normally, only seniors with a minimum GPA of 2.5 are eligible for academic internships. The Associate Provost may consider exceptions to this requirement, upon the recommendation of the internship advisor and the department head. To receive course credit, the student should pursue an internship that is clearly related to his or her major course of study and/or career interest. If the internship is not offered in the student's major (such as a Mathematics student pursuing a Computer Science internship), the student must have completed appropriate preparatory coursework.

Time Required

In order to receive three hours academic credit, each intern will work a minimum of 50 hours over the course of the semester. This includes activities on site at the internship agency and weekly meetings with the internship advisor.

Requirements

Each student intern will be required to maintain an internship journal or diary containing a detailed record of internship activities and experiences. Each student will prepare a formal paper and/or a formal oral presentation based on a substantive topic related to the internship experience. The typical presentation should be 20-30 minutes in length. Recorded and prepared information should not violate the employer's intellectual property rights, nor other similar concerns.

Course Credit

The Internship Advisor determines the intern's grade for course credit. Grading is based on the following items:

- A satisfactory report from the internship agency or organization
- The internship journal
- The oral presentation
- Other assignments given by the internship advisor, if any

A student may earn a maximum of six hours credit from internship courses to apply to a degree program.

Cadet Internship Contract/Agreement

1. I understand that I am representing The Citadel and that I will fulfill in a professional manner all internship obligations relating to Citadel rules on internships as well as internship-specific responsibilities.
2. I understand that I must leave from and return to campus in the leave uniform for my classification.
3. I understand that the internship must be scheduled so that it does not interfere with my classes or required military functions (including evening formation at 1800 hours). Internships may be scheduled from 1300-1700, Monday through Thursday, and/or prior to parade on Fridays.
4. I understand that I am to sign in and out of my barracks in the standard, prescribed way, indicating "Internship," and that I must observe the internship schedule as indicated above. I understand that I am not to use the period for which I have signed out for "Internship" for any activity other than those solely and directly related to the internship.
5. I understand that I must, should I not be able to attend my internship on a scheduled day, notify my internship site supervisor and my departmental internship advisor at least 24 hours in advance, if possible.
6. I understand that, by signing this document, I agree to abide by all requirements set forth above and that, if I violate these requirements, my internship will be cancelled and no course credit will be awarded.