

Internship Policies

Department of Cyber and Computer Sciences

Application Form

For each internship, complete the [Citadel Internship Agreement Form](#) from the Career Center website. Complete this form whether you wish to receive academic credit or not, as it contains waivers, policy, and tracking information.

Justification for Academic Credit

If you wish to receive academic credit for your internship for CSCI 491, there are additional requirements. First, the applicant must type and submit answers for the following questions to the Cyber and Computer Sciences Internship Coordinator be considered for academic credit.

1. In the performance of this job, are you going to be using Computer Science and/or Cyber Operations skills, or could a non-major do the same work?
2. How are these Computer Science and/or Cyber Operations skills going to be demonstrated/used? (For example: programming, writing test cases, analyzing algorithms, intrusion detection, 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 or Cyber Operations.)

Second, the applicant must 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)

Additional Policies Governing Academic Internships

The following conditions apply for students desiring academic credit in CSCI 491 for their internship experience.

Pre-approval and Registration

All academic internships (including summer internships) must be pre-approved by the department Internship Coordinator, Department Head, and Career Center. Academic credit will be awarded at the end of the term (including summer terms) in which the internship occurred. Exceptions to this policy are considered 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. Exceptions may be considered to this requirement on a case-by-case basis, 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.