Computer Science Credit Internship Guidelines

Getting the Job

You should contact the Career Services Office at https://utsa.joinhandshake.com/ for assistance with help finding companies who are looking for students.

Requirements
1. Computer Science Major
2. UTSA GPA and major GPA of 3.0 or higher
3. Classified as a Graduate student
4. **If student plans to do a master thesis, Faculty Sponsor must be Tenure or Tenure Tack.**
5. **Internship credit hours may not account for the program of study if the student chooses Non-Thesis Option II for comprehensive exam.**
6. Transfer students must have completed at least one semester at UTSA
7. 3 hours of internship credit requires registration in CS 5933 and working a minimum of 20 hours a week for the entire semester.

Please be sure that the internship experience aligns to the NACE (National Association of Colleges and Employers) guidelines: https://www.naceweb.org/about-us/advocacy/position-statements/position-statement-us-internships/

Instructions for Students
1. **Obtain a position**
2. **Obtain a Faculty Sponsor**
3. An official **Offer Letter** and or a **Job Description Letter** from your Internship supervisor of your assigned duties will need to be attached with the packet. Offer Letter and/or Job Description should indicate that this is an internship and has some educational component. (See examples below)
   a. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom.
   b. The skills or knowledge learned must be transferable to other employment settings.
   c. The experience has a defined beginning and end, and a job description with desired qualifications.
   d. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
4. Must submit a **Unofficial Transcript** showing your status as a student.
5. Make sure everything is completed from above and return complete Internship application to the Dept. of Computer Science **prior to beginning internship.**

Restrictions
1. Students may not be considered for an academic credit internship with a firm in which he or she is currently employed unless clear evidence is provided that the internship is substantially and programmatically different from the student's current employment duties.
2. Employment, as an Internship, requires the student to work a minimum of one entire semester (Spring, 10-week Summer Session, or Fall) with one Internship Supervisor.

Instructions for Faculty Sponsor

1. Discuss with the student the requirements for grade.
2. Set any additional requirements as needed.
3. Assign a letter grade in the course. The grade report for this course is either "CR" (satisfactory participation in the internship) or "CN" (unsatisfactory participation in the internship). In order for a grade to be assigned, the Faculty Sponsor must receive all materials they requested to determine the grade prior to the Internship beginning.

Educational Affiliation Agreement

If the Faculty Sponsors requires Intern Evaluation Form to determine the grade. University requires Educational Affiliation Agreement. Please request agreement from CS Dept Staff.

1. When are Educational Affiliation Agreements required?
    a. Educational Affiliation Agreements are required when a student is completing an internship for course credit and his/her grade is determined by the outside entity's performance review.

Internship Supervisor's Responsibilities

1. Be an employee of the firm and unrelated to the student requesting the internship.
2. Ensure that the written job responsibilities are directly related to the student's major.
3. Ensure that training is provided for skills necessary to the intern's career area.
4. Ensure that the internship is professional in nature and requires only incidental clerical tasks of the student.
5. Verify that the student has worked the minimum 200 hours
6. Complete and return the Intern Evaluation form. *(If Faculty Sponsor is using it for grade determination)*

GRADUATE INTERNSHIP APPLICATION

Computer Science Internship Program

Read the Computer Science Internship Guidelines before completing the application. Return the completed form to the <mark>CS Department cs@utsa.edu</mark> for processing.

Internship Course Information:

Semester: _____

CS 5933
_____

Course #   Section   CRN   Instructor

__Fill in all required fields below__ Expected

Date of Graduation _____

Comprehensive Exam Option: ☐ Thesis Option   ☐ Non-Thesis Option I   (for MS students only)

Name _____ Student ID _____

Address _____ Phone _____

E-Mail Address _____

Employability Status: U.S. Citizen _____ Permanent Visa _____ F-1 Visa _____

Start and End Dates of Internship: _____

EDUCATION

Present UTSA Graduate GPA: _____

Hours Completed Toward Degree: _____

EMPLOYMENT:

Company Name: _____

_____

How did you find this internship position: _____

_____

Are you currently employed? (If yes, give company name/address, contact/supervisor name/phone #, your title/phone#):

_____

_____

_____

Description of your Internship Project: _____

_____

_____

_____

Description of internship work to be required of the student: _____

_____

_____

_____

_____

Basis upon which credit and a grade will be assigned (for faculty sponsor): _____

_____

_____

_____

                                                                    YES   NO

Will you be using the Inern Evaluation Form to determine students grade?

If "Yes" selected, please make sure the student gets Educational Affiliation Agreement completed.

Example: The written report from student, Job Offer from Internship Entity, Weekly update emails from participating student

Please review the Computer Science Internship guidelines before signing below.

1. The student's signature below attests to the acceptance of these conditions for participation in the College of Sciences Computer Science Internship Program.
2. The Internship Supervisor's signature below confirms that an employment offer for a Computer Science position has been made
3. The Faculty Sponsor's signature attests to formal acceptance as a participant in the Internship Program.

UTSA   ### Company

_____   _____
Student Signature   Date   Internship Supervisor Name   (Please Print)

_____   _____
Faculty Sponsor's Signature   Date   Internship Supervisor Signature   Date

_____   _____
Dept. Chair's Signature   Date   Supervisor Phone Number

_____   _____
COS Associate Dean's Signature   Date   Supervisor Email Address

THE UNIVERSITY OF TEXAS AT SAN ANTONIO
EMPLOYER'S EVALUATION OF
INTERNSHIP /COOPERATIVE EDUCATION PROGRAM STUDENTS

NAME OF STUDENT _____   **ID#** _____

WORK SEMESTER _____

COMPANY NAME_____**JOB TITLE**_____

INSTRUCTIONS: An official of the company having knowledge of the student's performance should should complete this form. That official should be objective in their evaluation and should ensure the student has an opportunity to view this form prior to returning it to **The Dept of Computer Science, Attn: Internships, 6900 N. Loop 1604 W, San Antonio, Texas 78249**

RELATIONSHIP WITH OTHERS	**ATTITUDE-APPLICATION TO WORK**
_____ Exceptionally well accepted	_____Outstanding in enthusiasm
_____ Works well with others	_____Very interest and industrious
_____ Gets along satisfactorily	_____Average in diligence and interest
_____ Has some difficulty working with others	_____Somewhat indifferent
_____ Works very poorly with others	_____Definitely not interested
JUDGEMENT	**DEPENDABILITY**
_____ Exceptionally mature	_____Completely dependable
_____ Above average in making decisions	_____ Above average in dependability
_____ Usually makes the right decisions	_____ Usually dependable
_____ Often uses poor judgment	_____ Sometimes neglectful or careless
_____ Consistently uses bad judgment	_____ Unreliable
ABILITY TO LEARN	**QUALITY OF WORK**
_____ Learns very quickly	_____ Excellent
_____ Learns readily	_____ Very good
_____ Average in learning	_____ Average
_____ Rather slow to learn	_____ Below average
_____ Very slow to learn	_____ Very poor
ATTENDANCE: **Regular** **Irregular**	**PUNCTUALITY:** **Regular** **Irregular**

Overall Performance: Outstanding ☐   Very good ☐   Average ☐   Marginal ☐   Unsatisfactory ☐
ASSESSMENT OF STUDENT'S PERFORMANCE (PLEASE COMPLETE AND ATTACH LETTER DETAILING INTERNS' CONTRIBUTION AND OUTCOMES)
_____
Will the company invite the student back for another work tour?   YES___NO____
If yes, when will the student be returning?   _____
Will the student be offered permanent employment after graduation?   YES____NO____
COMMENTS _____
_____
_____
_____
_____

THIS REPORT HAS BEEN DISCUSSED WITH STUDENT   YES___NO____

_____
Signature of Internship Supervisor   Date   Phone

_____
Signature of Company Internship Coordinator   Date   Phone