

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 2.5 or higher
3. Classified as a Senior or a Junior with UTSA
4. Transfer students must have completed at least one semester at UTSA
5. 3 hours of internship credit requires registration in CS 4933 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 Student

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.
3. 3 hours of internship credit and a combined total of 6 hours internship and independent study credit can count for a Graduate degree in Computer Science.

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 Agreements

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)*

UNDERGRADUATE INTERNSHIP APPLICATION

Computer Science Internship Program

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

Internship Course Information:

Semester: _____

CS 4933

<i>Course #</i>	<i>Section</i>	<i>CRN</i>	<i>Instructor</i>
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**Fill in all required fields below* Expected

Date of Graduation _____

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 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): _____

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

YES NO

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 the 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 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 via Email cs@utsa.edu**

<p style="text-align: center;">RELATIONSHIP WITH OTHERS</p> <p>_____ Exceptionally well accepted _____ Works well with others _____ Gets along satisfactorily _____ Has some difficulty working with others _____ Works very poorly with others</p>	<p style="text-align: center;">ATTITUDE-APPLICATION TO WORK</p> <p>_____ Outstanding in enthusiasm _____ Very interest and industrious _____ Average in diligence and interest _____ Somewhat indifferent _____ Definitely not interested</p>
<p style="text-align: center;">JUDGEMENT</p> <p>_____ Exceptionally mature _____ Above average in making decisions _____ Usually makes the right decisions _____ Often uses poor judgment _____ Consistently uses bad judgment</p>	<p style="text-align: center;">DEPENDABILITY</p> <p>_____ Completely dependable _____ Above average in dependability _____ Usually dependable _____ Sometimes neglectful or careless _____ Unreliable</p>
<p style="text-align: center;">ABILITY TO LEARN</p> <p>_____ Learns very quickly _____ Learns readily _____ Average in learning _____ Rather slow to learn _____ Very slow to learn</p>	<p style="text-align: center;">QUALITY OF WORK</p> <p>_____ Excellent _____ Very good _____ Average _____ Below average _____ Very poor</p>
<p>ATTENDANCE: Regular Irregular</p>	<p>PUNCTUALITY: Regular Irregular</p>

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