

UCO COLLEGE OF MATH & SCIENCE GUIDELINES FOR INTERNSHIPS

Computer Science Department

OBJECTIVE

UCO does not qualify or endorse an internship situation. It is up to the student to select and screen their options. An internship should provide educational experience complementary to the student's program of study and not otherwise obtainable from that program of study or from outside employment. For an internship to be recognized by the College of Math and Science, it must provide college credit awarded through the student's academic department of major or program of study. The internship may also provide financial compensation.

BENEFITS

Benefits to the Student:

1. Opportunity to develop practical, marketable experience in their field that integrates practice with theory.
2. Assistance in solidifying or modifying career goals and in developing a realistic approach to the job market and familiarity with various types of employers.
3. A professional component to their education that provides opportunities for personal growth and development.

Benefits to the Sponsoring Organization:

1. High quality students nearing the completion of their academic careers with advanced training in their major or program of study and willingness to exchange their effort for "real world" experience and opportunity to practice what they have learned in the classroom.

Benefits to the Department/College:

1. Improved working relationship between the College of Math & Science and the community in which mutually beneficial partnerships develop.
2. Ability for faculty members to keep abreast of the changing job market, thereby promoting curricula updates to keep coursework consistent with industry requirements.

ROLES

Student's Role:

Students are expected to act in a professional manner and be productive in their efforts. Students are expected to act as good-will ambassadors for the University in their involvement, adhere to internship rules, and fulfill their commitment.

Sponsoring Organization's Role:

The Sponsoring Organization is a business or government entity that has agreed to sponsor a UCO student intern and work with the student's UCO faculty sponsor for the duration of the student's internship. The sponsoring organization is expected to

1. Assign a sponsoring supervisor who will be responsible for direct oversight of the student.
2. Engage the student intern in career-related work experiences that are sufficiently supervised and evaluated so that students can maximize the development of skills and learning that ties together their academic experiences with real world experience. Internship credit will not be considered for work experience that focuses on general responsibilities common to all disciplines.
3. Maintain Equal Employment Opportunity (EEO) and Affirmative Action standards in the recruitment and hiring processes, including
 - a. recruiting, interviewing, and hiring individuals without regard to race, color, religion, national origin, age, gender, sexual orientation, or disability and providing reasonable accommodations upon request*

- b. avoiding the use of inquiries or behaviors that are considered unacceptable by EEO standards, including during the recruitment process*
 - c. maintaining the confidentiality of student information, regardless of the source, including personal knowledge, written records, reports, and computer databases
- *Adapted from the National Association of Colleges and Employers, Principles for Professional Conduct
4. Understand and respect the academic calendar whereby during midterm and final exam weeks, the student interns may need to temporarily reduce their work hours to allow adequate study time
 5. Initiate discussion with the internship coordinator or faculty sponsor about any problematic issues or potential termination of an intern before taking final action
 6. Assist the internship coordinator or faculty sponsor in evaluating the intern's performance
 7. Provide appropriate guidance and mentoring during the course of the internship
 8. Understand that no proprietary information need be released to the student or faculty sponsor
 9. Submit a final report to the internship coordinator or faculty sponsor within one week of internship completion

Internship Coordinator's Role:

The Internship Coordinator is a member of the department and is appointed by the Chairperson to perform the following:

1. Inform the faculty of the Internship Guidelines
2. Guide student applicants through process
3. Serve as default faculty sponsor
4. Act as a liaison between students and department faculty
5. Serve as a liaison between internship sites and the College concerning internships
6. Inform students of internships through various advertising vehicles, including the Internet, bulletin boards, outreach to faculty and appropriate student clubs and professional associations on campus
7. Maintain necessary files within the department
8. Ensure that all students are treated in a fair and impartial manner according to the EEO/Affirmative Action standards established by the University

Faculty Sponsor's Role:

The Faculty Sponsor is a member of the department who will work with the student intern and Sponsoring Organization Supervisor for the duration of the student's internship and will perform the following:

1. Confirm minimum qualifying standards and prerequisites have been verified by department admin
 2. Establish learning objectives and activities appropriate for the specific internship
 3. Complete all necessary paperwork and provide copies to the Internship Coordinator for the department files
 4. Insure that all students are treated in a fair and impartial manner according to the EEO/Affirmative Action standards established by the University
 5. Monitor progress of student interns
 6. Submit a final grade in accordance with University guidelines as instructor of record
- Note:** under special circumstances, the department may request that an internship begin outside the normal semester guidelines. An incomplete grade ("I") will be granted for internships extending beyond the normal semester and a completed grade change request form will be submitted upon completion of the internship.

Academic Chairperson's Role:

The Chairperson will

1. Designate an appropriate Internship Coordinator
2. Affirm the Guidelines of the College of Math & Science Internship Program and approve/establish grading guidelines for internships. The guidelines should include educational requirements and objectives to be completed by the intern. Additionally, considerations should be given in unforeseen situations that may prevent the student from completing the internship. Such situations might include the business closing or changing direction and no longer needing the student intern, as well as the possibility that the student could be prematurely terminated from the sponsoring organization for some other reason.
3. Approve the Internship Agreement packet content

REQUIREMENTS – UNDERGRADUATE STUDENTS

Minimum qualification required of undergraduate students to serve a credit-bearing internship without a waiver:

1. Junior or higher class standing and be in good academic standing (not on academic probation or suspension)
2. Grade point average (GPA) of 2.75 overall or 2.75 in the major
3. Completion of six (6) credit hours in residence at UCO in the major or program of study
4. Additional qualifications/restrictions that may be required by the department

Students may not serve an internship for credit with their current employers and may NOT receive credit retroactively for experience already completed.

Each hour of undergraduate internship credit should involve a minimum of 48 hours of internship experience.

Internship enrollment should, in most cases, occur relatively late in the student's program to insure: (i) that s/he has sufficient background to benefit from the experience, and (ii) that s/he can perform at a level of competence that reflects well on the internship program.

The work should involve significant elements of initiative, analysis, and/or creativity, as well as provide experience that would be valuable for future employment.

(College Policy:

The maximum number of internship credits that will be accepted by the College will be six (6) hours of elective credit *, where no more than four (4) hours can be earned in a given area of experience. Credit for work in a second area may or may not differ significantly from the first area in its elements of initiative, analysis, and activity. **Individual departments within the College may impose further limitations – see next paragraph.)**

CS Department Policy:

The maximum number of internship credits that will be accepted by the CS department will be **four (4) total hours credit for 6100 majors and no more than three (3) total hours credit for 6101, 6102 and 6110 majors** in any combination of internship, directed readings or individual study credits.

REQUIREMENTS – GRADUATE STUDENTS

Minimum qualifications required of graduate students to serve an internship are:

1. Must be admitted to the Jackson College of Graduate Studies and be admitted to the department or program of study
2. May not be on any type of probation – including academic probation, conditional probation or probationary admission
3. Additional qualifications the may be required by the credit-granting department of program

Students may not serve an internship for credit with their current employers and may NOT receive credit retroactively for experience already completed.

Each hour of graduate internship credit should involve a minimum of 75 hours of internship experience.

Internship enrollment should, in most cases, occur relatively late in the student's program to insure: (i) that s/he has sufficient background to benefit from the experience, and (ii) that s/he can perform at a level of competence that reflects well on the internship program.

The work should involve significant elements of initiative, analysis, and/or creativity, as well as provide experience that would be valuable for future employment.

The maximum number of hours that will be accepted by the College will be four (4) total hours of graduate elective credit.

PROCEDURES

Note: The process may require lead time to complete to complete; therefore the student should initiate these procedures well in advance of the beginning date of the internship. Some internship sites require background checks to be in place before the student can start, others may require liability insurance be in place before the student can begin.

International students must secure pre-approval through UCO Global Affairs Office.

These and other unforeseen circumstances may delay completion of the process, so it is in the student's best interest to begin early.

1. The internship process can be initiated by a student by contacting the department's Internship Coordinator or Chairperson after securing a possible internship position. The student will contact the Faculty Sponsor of their choice and secure signed agreement for that faculty member to work with them or, alternatively may request the Internship Coordinator serve as Faculty Sponsor. Some internship positions have additional requirements/restrictions.
2. Once a suitable internship position/site has been established, the student intern and cooperating Faculty Sponsor should meet to jointly complete the "Internship Student Learning Objectives" and "Additional Requirements for Academic Credit" sections of the Faculty Sponsor Internship Agreement.
3. Once an understanding of terms is reached among all parties (the Intern, Faculty Sponsor, and the site Sponsor Supervisor) the internship packet forms should be completed and signed. When the Internship Coordinator (or, in her absence, the CS Department Chairperson) has confirmed all the required signatures, the intern will obtain a signed "Permission to Enroll" form and may enroll using the "Request for Irregular Enrollment" form. The term of the internship shall correspond with the beginning and ending dates of the semester in the official class schedule.
Note: In exceptional circumstances, the department may request that an internship begin outside the normal semester guidelines. In that case, a grade of Incomplete ("I") will be submitted for internships extending beyond the normal semester.
4. Upon completion of the internship, the intern must submit a final summary report, as well as fulfill any additional requirements for academic credit (e.g.: final paper and/or oral presentation to the Faculty Sponsor and/or others) listed in the Internship Agreement.
5. The Sponsor Supervisor must complete an Internship Report & Evaluation form and return it to the Faculty Sponsor or Internship Coordinator before the semester grade submission deadline.
6. Internship Coordinator should receive and retain the internship forms from the faculty sponsor of each intern.

International Student Enrollment

BEFORE ENROLLING, international students must obtain all necessary signatures on the Internship Agreement form and submit completed paperwork to the UCO Global Affairs Office for their required signature. A signed offer from the Sponsoring Company is required also, specifying what the intern will do. *International students must be sure in advance that their visa status is not jeopardized by internship work.*

STUDENT CHECKLIST: So you want to get academic credit for your internship?

(If you do NOT want academic credit, the terms of your internship are between you and the company only.)

1) Make sure you are eligible for internship credit -do not go to section 2 until a verification of the following items has been emailed to the Internship Coordinator from the Computer Science Administrative Assistant Megan Castle:

- ___ Must be a computer science major in one of the three degree programs offered by CS department
- ___ Have junior or senior standing based on credit hours or a signed waiver from coordinator or department chair if a sophomore
- ___ Must have completed at least six hours in residence at UCO
- ___ Must have GPA of 2.75 overall or 2.75 in major or a signed waiver from coordinator or department chair otherwise
- ___ Have no enrollment holds
- ___ Will not exceed allowed internship credits (Limit: 4 hours total for 6100 majors, 3 hours for 6101, 6102, and 6110 majors)
- ___ Can complete the enrollment process BEFORE close of the enrollment period for the semester in which the internship is taken

STEPS 2 THROUGH 5 BELOW MUST BE COMPLETED PRIOR TO THE FIRST DAY OF WORK OR YOU WILL NOT RECEIVE ACADEMIC CREDIT! THERE WILL BE NO EXCEPTIONS. You cannot enroll for internship credit until you satisfy the steps below in order:

2) Find an internship opening but don't start working there yet! -do not go to step 3 until this is checked off.

- ___ Get a job/internship offer (paid or unpaid) from the company **IN WRITING** (signed letter or email) that contains a general description of what the job duties will be **and** indicates whether it is a paid or unpaid internship (most pay about \$10-\$15 per hour.)
- NOTE:** Available jobs/internships are posted on the bulletin board in the hallway, on the website and/or in the Career Services office in NUC. It is against university policy for a professor to place an individual student with a company – all positions must be open to all, so it is the student's responsibility to apply for those you want. Some internships may have additional requirements/restrictions.

3) Select and meet with your faculty sponsor/advisor

- ___ Select a faculty member in the CS department who will agree to be your faculty sponsor/advisor. This person will act as a resource and contact person during your internship and will assign your grade at the end of your internship. If you do not have a faculty sponsor, make an appointment to meet with the department Internship Coordinator, Ms. Holt, dholt@uco.edu, who may serve as your faculty sponsor or may help you try to locate one based on the expertise needed.

4) Understand how you will be evaluated/graded and be sure the job qualifies in the following criteria

- Note: Internships are offered from one to four credit hours. The **CS department limit is 4 hours for 6100 majors and 3 hours for 6101, 6102 and 6110 majors.** Criteria for awarding these credits are up to the faculty sponsor, generally for undergraduates they are:
- ___ working 48 hours on task for each hour of academic credit (144 hours or 18 hours/week for eight weeks or 9 hours a week for sixteen weeks) on a job that is closely related to computer science that supplements your education. Examples of qualifying jobs include programming, database administration, network administration, web site design, software testing or project management. Examples of things that normally would NOT qualify include installing and servicing computers, answering phones for a help desk, or teaching basic computer skills.
 - ___ satisfactory completion of any additional requirements for academic credit as specified by your faculty sponsor
 - ___ The academic internship work normally is expected to start and finish on regular semester boundaries (fall, spring, summer).

5) Finally, submit completed signed forms to Department Internship Coordinator (see below):

- ___ bring signed written memo of agreement (**Sponsor Organization Internship Proposal**) from the sponsoring organization (employer) specifying name of the student's supervisor **and** including a descriptive list of the intern's duties
 - ___ bring completed signed **Faculty Sponsor Internship Agreement** form and a **Request for Irregular Undergraduate Enrollment** form that has been signed by your faculty sponsor.
 - ___ bring a completed **Department Internship Application** form to the Department Internship Coordinator for her signature.
- ___ **If you are an international student, take all the signed completed forms above to the Global Affairs Office for their signature, and then return all signed forms to Department Internship Coordinator.**
- ___ AFTER Department Internship Coordinator reviews and signs all forms, she will provide 1) a blank **Intern Evaluation** form for the sponsor organization to fill out at the end of the internship and 2) a completed **Enrollment Approval** form. You will take this finished paperwork packet to the Department Chairperson (MCS117) and the College Dean (HoH208) for signatures and then you may enroll.

Only after all the above is accomplished may the student begin working.

Print Student name: _____ Student signature: _____ Date: _____

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1. SPONSOR ORGANIZATION INTERNSHIP PROPOSAL

SPONSOR ORGANIZATION AND SUPERVISOR

Organization Name _____
 Address _____
 City _____ State _____ Zip _____
 Work Phone _____ Email _____
 Sponsor Organization Supervisor Name _____ Title _____

INTERNSHIP AGREEMENT TERMS *

Remunerative status - circle one: Paid or Unpaid ? Total credit hours: _____
 Beginning date: _____ Ending date: _____ Hours/week: _____ Minimum total hours: _____

ABOUT THE STUDENT:

Name: _____
 Address _____
 City _____ State _____ Zip _____
 Local Phone _____ Email _____
 Name of faculty sponsor at UCO _____
 Sponsor Organization's description of intern duties:

Instead, you may attach a signed letter offering an internship and describing the intern duties and employer contact information. Please use reverse side of this form if more space is required.

****Both the student and sponsoring organization fully understand that the student is not an agent or an employee of UCO. UCO and department personnel will not be liable for any actions of the student or any injury to the student or to the sponsoring organization caused by the student.***

SIGNATURES

1 _____	_____
(Printed name and signature of the Sponsor Organization Supervisor)	Date signed
2 _____	_____
(Signature of the Faculty Sponsor or the Internship Coordinator (Ms. Holt, MCS117C))	Date signed

This page blank unless it contains additional description of intern duties

2. FACULTY SPONSOR INTERNSHIP AGREEMENT

FACULTY SPONSOR

Name: _____ Department: _____ Semester: _____

STUDENT INFORMATION:

Name: _____ Banner #: _____

Degree Program: _____ Major: _____

Address _____

City _____ State _____ Zip _____

Local Phone _____ Email _____

STUDENT LEARNING OBJECTIVES: (fill out with faculty sponsor)

A conditional part of the intern's role is writing "internship learning objectives" before actual participation in the internship. The following are steps which must be taken before the "College of Mathematics and Science Internship Agreement" can be signed by all participating parties:

- 1) The Intern must meet with the Faculty Sponsor/Advisor to develop internship learning objectives **before beginning internship**.
- 2) Once the Intern and Faculty Sponsor agree on the learning objectives, **both** the student and faculty sponsor **will sign this form listing them**.
- 3) Below, the Intern and faculty sponsor together will address his/her internship learning objectives and the additional requirements for academic credit

Following is a list of the "**internship learning objectives**" (expectations are detailed between student and faculty sponsor)

ADDITIONAL STUDENT RESPONSIBILITIES for academic credit: (fill out with faculty sponsor)

Required of all interns:

- 1) Presentation to student/faculty audience on conclusion
- 2) Submission of a paper on related subject
- 3) Maintain weekly contact with faculty sponsor in person or by email including a description of work accomplished and how it fits into the big picture, a time log, tools used, problems encountered, and things learned

Additional requirements specified by faculty sponsor: (write none if there are none)

SIGNATURES

1 _____	_____
(Printed name and signature of the Faculty Sponsor)	Date signed
2 _____	_____
(Printed name and signature of the Student)	Date signed
3 _____	_____
(Printed name and signature of the Internship Coordinator, Ms. Holt, MCS 117C)	Date signed

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3. DEPARTMENT INTERNSHIP APPLICATION
 Computer Science Department, College of Mathematics and Science
 University of Central Oklahoma (UCO)
 Box 128, 100 North University Drive, Edmond, OK 73034
 Phone: (405) 974-5382

*** NOTE: This completed form must be submitted with the Irregular Enrollment Form.**

STUDENT INFORMATION

Name: _____ Banner #: _____
 Degree Program: _____ Major: _____
 Hours Completed in Major _____ Previous Internships (credit hours): _____
 Address _____
 City _____ State _____ Zip _____
 Local Phone _____
 FAX _____
 Email _____

student
fills out
this
section

FACULTY SPONSOR

Name: _____ Department: _____

SPONSOR ORGANIZATION AND SUPERVISOR

Organization Name _____
 Supervisor Name _____ Title _____
 Address _____
 City _____ State _____ Zip _____
 Work Phone _____ FAX _____
 Email _____

SIGNATURES

_____	_____
Printed name and signature of Student	Date signed
_____	_____
Printed name and signature of the Internship Coordinator, Ms. Holt, MCS 117C	Date signed

Up to a certain number of credit hours, the Computer Science course CMSC 4950 counts toward completion of the student's degree program, and the department highly encourages students to avail themselves of the unique opportunity this option provides in their education.

⇒ IF STUDENT IS AN INTERNATIONAL STUDENT:

_____	_____
Printed name and signature of Global Affairs Office Representative	Date signed

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Date: _____

To Whom It May Concern,

Up to a certain number of credit hours, the Computer Science courses CMSC 4950 (undergraduate) and CMSC 5950 (graduate) for internship count toward completion of the student's Computer Science degree program, and the department highly encourages students to avail themselves of the unique educational opportunity that a properly structured internship can provide in their education.

Sincerely,

D. Holt, Computer Science Department Internship Coordinator

Student name: _____ Internship semester: _____

Company name: _____

Start date: _____ End date: _____

Department Internship Coordinator signature: _____ Date: _____

This page blank



DO NOT ENROLL until "Permission to Enroll" form on back side is signed

UNDERGRADUATE or GRADUATE (circle one)

Request for Irregular Enrollment

Directions: This form must be filled out completely and signed by the student, the faculty sponsor, the department chairperson, and the dean of the college before being submitted to Enrollment Services. **Students are to hand carry the request to Enrollment Services (Nigh University Center – Room 124) after all other approvals have been obtained in order for a CRN to be assigned and the student enrolled.**

To: Office of Enrollment Services, NUC rm 124, 974-2338

From: Department _____ Date _____

Fall Spring Summer _____ Year Student Phone # _____

Student Name _____ Student ID# * _____
Last First

Classification: FR SOPH JR SR

Faculty sponsor completes
 Enrollment office completes

Course Prefix	Course Number	Bldg. & room	Title (Max. 30 spaces)	Credit Hrs	Time and Days	CRN Number	Instructor Name First and Last
CMSC	4950		UG Computer Science Internship				
CMSC	5950	ARR	Grad. Computer Science Internship		ARR		

Beginning Date: _____ Ending Date: _____

The following information must be provided for all irregular enrollments or thesis/project.

(Note: If this enrollment form has not been processed by the second week after the fall/spring semester begins, a letter from the instructor must accompany this form explaining why it is being submitted late.)

1. Describe the work to be completed:
2. Describe the evaluation process for assignment of a grade:
3. Explain why this course needs to be taken by the student as an irregular enrollment:

FOR GRADUATE STUDENTS ONLY: In addition to completing all Irregular Enrollment information above, the following Thesis/Project information is required:
List all Graduate Committee members (if known): _____
Anticipated thesis completion date: _____

Student signature Date

Internship Coordinator (Ms. Holt, MCS 117C) Date

Faculty Sponsor Approval Date

Department/Committee Chair (Dr. Qian, MCS117) Date

College Dean Approval (Dr. Chen, HoH 208) Date

Graduate Dean Approval (if for graduate credit) Date



PERMISSION TO ENROLL IN INTERNSHIP

Student: _____ has permission to

enroll for ____ credit hours of Internship with _____
CS department faculty member name

for fall spring summer semester of _____.
Year

Beginning
Date: _____

Ending
Date: _____

Department Internship Coordinator's Signature

Date

SPONSORING ORGANIZATION INTERNSHIP REPORT AND EVALUATION

Computer Science Department, College of Mathematics and Science
University of Central Oklahoma (UCO)
Box 128, 100 North University Drive, Edmond, OK 73034
Phone: (405) 974-5717

_____ is a UCO intern under your supervision. Please provide an evaluation of the intern's performance and return this form to the designated Faculty Sponsor/Advisor, at the Department of Computer Science, Box 128, UCO College of Mathematics and Science, Edmond, OK 73008 no later than one week following completion of the internship.

I. SPONSOR ORGANIZATION AND SUPERVISOR

Organization Name _____.

Supervisor Name _____ Title _____.

Address _____.

City _____ State _____ Zip _____.

Work Phone _____ FAX _____.

Email _____.

II. INTERNSHIP DATA Beginning date: _____ Ending date: _____.

Description of duties performed:

III. PERFORMANCE EVALUATION

1. Relative to the task(s) assigned, what were the intern's strengths?

2. Relative to the task(s) assigned, what were the intern's weaknesses?

- over -

3. Based on your experience with the intern, do you believe the intern has the basic skills, intelligence, and motivation to pursue a successful career in this field? Yes__ No__(Please elaborate)

4. If you had a full-time position open in the area of the intern's experience, would you seriously consider this intern as a likely candidate for that position? (Note: this is not meant as a commitment to a position for the intern.) Yes__ No __Why or why not?

5. Below are listed several dimensions that we believe are important to the successful completion of an internship experience. Please evaluate the intern on each of these dimensions by making a check in the appropriate boxes:

	Excellent	Above Average	Average	Below Average	Poor	Not Observed
Is punctual						
Is dependable						
Meets deadlines						
Is creative/innovative						
Is analytical						
Can work under supervision						
Can work independently						
Can work as a member of a team						
Interacts well with peers						
Interacts well with supervisor(s)						
Shows initiative						
Shows leadership potential						
Readily accepts challenges						
Dedicated to self-improvement						
Readily accepts constructive criticism						
Overall assessment of the Intern						

Thank you very much for your cooperation and assistance.

(Printed name and signature of the Sponsor Supervisor) _____
Date signed