

# Internship Handbook

for

Students Majoring in  
Computer Science (COSC 493) or  
Management Information Systems (COSC 492)

Department of Mathematical and Computer Sciences

Indiana University of Pennsylvania

## Internship Courses

COSC 493	Internship in Computer Science
COSC 492	Internship in Management Information Systems

## Requirements for Internship in COSC 493 (CS) or COSC 492 (MIS)

- Overall GPA of 2.75
- Major GPA of 3.0
- Junior or senior standing
- Grade of C or better in COSC 310
- Job to be performed must be relevant to the student's major

## Requirements for Substituting COSC 493 for COSC 473

- Minimum 6 credits in COSC 493
- Job to be performed must be primarily software development
- Departmental approval based on relevance to software development

## Credit Hour Options

Credits	Minimum Hours Worked	Full-time Equivalent (40 hours/week)
3	240 hours	6 weeks
6	480 hours	12 weeks
12	960 hours	24 weeks

## Criteria for Employer

- Employer must provide meaningful work that is directly related to the student's major.
- Employer must sign a Field Experience Agreement with IUP.
- Employer must provide a written job offer including company name and location, job description, wages, hours worked per week, start and end dates of employment.
- Employer must allow internship coordinator to make an on-site visit to observe workplace and student performance. A Zoom meeting may substitute for an on-site visit when necessary for logistical reasons.
- Supervisor must complete an evaluation of the student upon completion of employment.

## Process

1. Attend the Internship Interest Meeting at the beginning of the semester prior to the semester in which the internship is to start. This meeting is a mandatory step because it will provide all details of the internship process.
2. The candidate is responsible for searching for an internship position and receiving an offer of employment.
3. When an internship offer is obtained from an employer, the candidate will notify the Internship Coordinator at least 45 days prior to the start of employment to allow IUP sufficient time to obtain a Field Experience agreement with the employer. At this time, the student may also submit a Petition to Substitute COSC 493 for COSC 473 (if desired). The substitution petition must be approved by the department before employment begins.
4. The department will approve the internship if
  - a. the registration form is complete,
  - b. it is determined that the position is relevant to the student's major,
  - c. the job description demonstrates appropriate rigor for the number of credits being requested, and
  - d. the employer signs a Field Experience Agreement.
5. Once approved, the student will be sent a KCNSM Internship Application form which the student will complete and return.
6. After the application form is approved by the coordinator, department chair, and dean's office, the student will be registered for either COSC 493 or 492.
7. The student begins employment. Note: employment must not begin until after the student has registered for COSC 493 or COSC 492.
8. Throughout employment, the student must submit documents as in Interns Responsibilities section.
9. The student will return to IUP for at least one semester after the internship and complete an oral presentation on the internship experience.

## Student Intern Responsibilities

1. To fulfill the requirements of employment as specified by the employer.
2. To submit to the coordinator an Employment Fact Sheet, Company Write Up, and Expectation Paper by email by the end of the first week of employment.
3. To submit to the coordinator a weekly e-mail report summarizing daily activities during the previous week.
4. To maintain a journal of daily activities and a log of projects worked on throughout the internship which is to be submitted upon completion of the internship.
5. To submit to the coordinator an outline for the final report upon completion of the internship.
6. To submit a final report (which conforms to the guidelines provided) by the deadline specified by the coordinator.
7. To return to IUP for at least one semester after the internship and make an oral presentation detailing the internship.

Once the internship has begun, the student is responsible for completing a series of milestone activities which will be used in grading the internship course.

<b><i>Timeline</i></b>	<b><i>Milestone</i></b>
Second week of class	Attend internship meeting
3 <sup>rd</sup> week of class	Application
By end of first week of internship	Fact Sheet
By end of first week of internship	Company Write Up & Expectation Paper
Daily during internship	Daily Log
Weekly during internship	Email weekly report summarizing daily activities of the prior week
As needed during internship	Project Log
Upon completion of internship	Outline
Upon completion of internship. The report must be submitted within 21 days after completion of employment.	Report
Second week of semester following internship	Oral Presentation

## Financial Matters

1. The student must pay tuition for the COSC 493 or COSC 485 course for which he/she is registered based upon tuition rate for the semester and number of credits.
2. Student interns are expected to receive compensation for their employment. Indiana University of Pennsylvania provides no remuneration to student interns.
3. Students are responsible for any insurance or other expenses mandated by the employer.

## Grading

<i>Item</i>	<i>Value</i>	<i>Due</i>
Fact Sheet	5%	End of first week
Company Information	5%	End of first week
Expectation Paper	5%	End of first week
Site Visit with Demo	20%	As schedule by coordinator
Daily & Project Logs	10%	One week after internship ends
Supervisor Evaluation	15%	One week after internship ends
Outline	5%	One week after internship ends
Final Paper	20%	Three weeks after internship ends
Oral Presentation	15%	As schedule by coordinator

## NOTES:

- Student must pay tuition for the course.
- Application for Candidacy must be submitted by the designated deadline.
- Internship Registration Form must be submitted at least 45 days prior to the start of the start of employment.
- IUP must be able to obtain a Field Experience Agreement with the employer prior to start of employment.
- The student will return to IUP for at least one semester after the internship and complete an oral presentation on the internship experience.