

William Paterson University of New Jersey

Department of Computer Science

I. Process for Internship Approval and Registration

The process for internship approval and registration follows:

(Note that this process must take place 3 weeks before the beginning of the semester in which you intend to start and complete the internship.)

1. First, find a company willing to hire you as an intern.
2. Ask your internship supervisor to complete the internship application.
3. Submit your internship application electronically to the department curriculum committee for approval.
 - o For **CS 3950**, submit your application to CSIT-Internship@wpunj.edu.
 - o For **CS 4950**, submit your application to CS-Internship@wpunj.edu.
 - o The department curriculum committee will review the internship application and approve/disapprove it by a simple majority vote.
4. If your application has been approved, you then go to the department secretary to find out how to register for the course. **You must start and complete the internship in the semester for which you register for the course.** 50% of your grade will be given by your internship supervisor, and the other 50% by the department curriculum committee.

II. Internship Report

- At the end of the internship, you will write a report about your internship experience with an emphasis on the learning objectives listed in the application.
- Your report should include the skills and knowledge necessary to start your work, the activities performed during your internship, the people that you interacted with during your internship and the context of the interactions, and the knowledge and skills acquired as a result of completing the internship.
- Your report must be returned to the department secretary by the last day of the semester in which the internship is completed.

III. Internship Assessment

Note that an internship is a course, and like any other course in the department, your efforts will be assessed and given a score as follows:

- At the end of the internship, your supervisor will do the following:
 - o Assess your overall performance by giving you a score over 100.
 - o Assess each learning outcome with a letter grade as follows:

Performance Levels	Letter Grade
No Ability	F
Some Ability	D
Adequate Ability	C
More than Adequate Ability	B
High Ability	A

- The assessment report must be returned by your internship supervisor to the department curriculum committee as an email attachment by the last day of classes of the semester in which the internship is completed.
 - Submit the report to CSIT-Internship@wpunj.edu for **CS 3950**.
 - Submit the report to CS-Internship@wpunj.edu for **CS 4950**.
- Your final score for the course will be computed as follows:
 - Score given by your internship supervisor: 50%
 - Score given by the department curriculum committee (based on the assessment of the internship learning outcomes by your supervisor and your final report): 50%
- Your final grade for the course will be assigned as follows:

score >= 90%	88 - 89%:	85 - 87%	80 - 84%	78 – 79%	75 - 77%	70 - 74%	68 - 69%	65 - 67%	60 - 64%:	< 60%
A	A-	B+	B	B-	C+	C	C-	D+	D	F