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Computer Science Program Internship Policy

Introduction

Internship education is the cooperation between industry and the university to provide the student with a supervised technical work experience, which strengthens the student's engineering experience and credentials. The internship education experience offers many rewards and can be used for undergraduate technical elective credit. The College of Engineering maintains a guide, consistent with University Policy 2:24, which summarizes the internship program policies for all of its departments and describes the benefits of internship education to both students and industry. This document describes the internship policies specific to the Computer Science Program, and while it is subject to the provisions of University Policy 2:24, it supersedes all previous internship policies for the program.

Student participation in an internship for academic credit in the program must be approved by the Department and the student must be enrolled in the correlated course for academic credit during the internship. The Internship Coordinator will provide a syllabus for the course, interact with the student and the internship site, and grade the student's com

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An Employer's Obligations

The employer may require student interns to agree to employer's standard employee confidentiality and/or intellectual property agreements before starting work. The employer agrees not to require students to sign any non-compete agreement.

The Employer is responsible for the acts and omissions of its employees and agents and must maintain adequate insurance (which may include a bona fide self-insurance program) to cover any liability arising from the acts and omissions of the Employer's employees and agents.

Student educational records are protected by the federal Family Educational Rights and Privacy Act (**FERPA**), [20 U.S.C. § 1232g](#). Employer will comply with FERPA and will not access or make any disclosures of student (de)-1.7 (t)-2.6 (o)2 (T5r.6 (2)-4.6 ((de)-1.7-2.3 (a (t)-2.6 8 (e)2T2217.1 (t)-4.6of)6.9 (E)2.3 8p

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- d) If the employment period coincides with an academic term (either fall or spring), and the student is working at least half time but less than full time, CSC 494 is limited to **one credit**. The part-time student may be enrolled in SDSU courses during this period.

Note: A maximum number of **three credits** of CSC 494 Internship may be applied toward the B.S. degree in Computer Science.

2. Signature lines for the student, employer (worksite supervisor), and the Internship Coordinator.

Once the proposal is received and approved by the Internship Coordinator:

- A. The Internship Coordinator and/or CSC 494 Course Instructor will
- 1) Enroll the student into the course for the number of credits approved, and
 - 2) Develop a course syllabus that includes the following:
 - a. A course description that details the scope of the proposed work and how it applies skills and knowledge developed in the classroom in a workplace setting.
 - b. Course learning outcomes that describe what the student is expected to learn through the internship.
 - c. Performance standards applicable to the internship, as well as a grading policy to measure performance.
 - d. A schedule of any academic readings and assignments applicable to the internship.
 - e. A proposed schedule for reviewing the student's progress, along with standards for documenting such progress.
 - f. A statement that the internship complies with the applicable requirements of the Fair Labor Standards Act.
- B. The
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Example Internship Agreement Work Plan

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7. Approved by:

(Student Name and ID), Student

Date

(Worksite Supervisor Name), Worksite Supervisor

Date

(Internship Coordinator Name), Internship Coordinator

Date