

Department of Computer Science
William Paterson University
(CS 4950) Internship Procedures

Step 0:

Conditions required of all students applying for internship:

- A GPA of 3.0 or better
- Junior standing
- Approval of the Department Curriculum Committee

Step 1:

Applicant should first find a sponsoring faculty member in the Department of Computer Science who will guide and evaluate the progress of the applicant, including the final grade for the course.

Step 2:

Applicant should seek an internship position, which would qualify as a significant contribution to his/her professional growth in the computing field. The supervisor who evaluates his/her performance on the job would provide the sponsoring faculty with periodic evaluation documentation/reports.

Step 3:

Applicant should complete the CS-Internship Application Form, preferably with the guidance of the sponsoring faculty. The objective, methodology, personnel, timetable, and model for evaluation should be carefully formulated and documented. The document should describe activities proposed for the next semester.

Step 4:

Applicant should then get the signatures/approval of the corporate supervisor and faculty member on the application.

Step 5:

Submit the form to the Department Curriculum Committee for approval at least one week before the start of the semester in which the Internship is desired. The Committee must approve the proposal by a majority vote. All further steps given below are under the condition of this approval exclusively.

Step 6:

During the Internship, the sponsoring faculty member and student will meet regularly to review progress and to relate the experience to the larger context of professional development.

Step 7:

At the end of the Internship, the student must provide a written report on the experience with copies going to the sponsoring faculty member, the department secretary, and the agency representative.

Step 8:

The sponsoring faculty will give the final evaluation/grade for the internship.