McDaniel College

Internship Procedures for the Computer Science program

General Requirements

1. Internships credits for the Computer Science major are allowed for technology-related function(s) performed in any form of business, though it should have an academic dimension (utilizing your course work).
2. A student can earn 1 credit for every 37 hours worked up to 4 credits per semester, unless approval for more credits is obtained from the Department Chair and the Academic Dean.
3. A maximum of 12 internship credits can be applied towards graduation. Any additional questions, please consult the Registrar's office.
4. During one summer semester, the student is allowed to earn two credits for an internship, which is included in the tuition for that year (in other words, no charge). Any additional credit will incur additional tuition. Contact the Bursar's office to determine the amount.
5. There may be additional tuition required if the student exceeds the maximum allowable credits per semester (20 credits in the Fall or Spring). Contact the Bursar's office to determine the amount.

Procedures

6. To obtain approval of the internship, the student must submit a description of the proposed work to the Faculty Sponsor (generally Dr. Paul Lin) for the internship. This should include the location, timeframe, the desired credits, and job responsibilities. The student should discuss their goals for the experience, which will be the basis for reflection and discussion during the course of the internship.
7. To establish the internship, the student must complete and submit to the Registrar's office an Internship Registration Form. The student can obtain an Internship Registration Form from the Registrar's office or web site. The form should be completed in its entirety with signatures from the student, Internship Supervisor, and the Faculty Sponsor. The description of the internship (from Step 6 above) should be attached to the form. Registration forms submitted after the end of the semester will not be accepted. See the Academic Calendar on the Registrar's website for exact dates.
8. At the conclusion of the internship or semester, (whichever comes first) there are three necessary requirements to obtain their credits.
   a. The student will perform their assigned work and keep a weekly log of their time. The student should summarize their hours and have it signed / validated by their supervisor. This is the source of the amount of credits to be awarded to the student. The log will be submitted to the Faculty Sponsor.

    b.   Additionally, the work supervisor must submit an evaluation (see Evaluation Form) of the student's performance, sign it, and send it to the Faculty Sponsor. They can share it with the student or keep it private.

    c.   The third requirement is that the student must compose a one to two page synopsis of their work experience, and submit it to the Faculty Sponsor. It should address the initial goals of their work experience in the context of the End-of-the-semester reflection prompts on the back of the Internship Registration Form.

This paperwork must be submitted within 48 hours after the end of the semester so that a grade can be assigned.

9. The Faculty Sponsor will review the inputs from the Internship Supervisor and the student. If incomplete or questionable, they will make the appropriate inquiries. When satisfied, they will award the grade (either Credit (CR) or Fail (F)) on Archway.

10. The grade will then appear on the student's Program Evaluation.

11. Any questions should be directed to Dr. Paul Lin (clin@mcdaniel.edu).