Undergraduate Internship Forms (ICSI490)

This document describes the steps to be taken by a student and intended sponsoring business mentor to establish a for-credit-internship through ICSI490. (Forms required for submission are included at the end of this document.)

1. **Locating a potential internship**: Student identifies a sponsoring business, mentor in the business and obtains an offer for an internship position. Students interested in pursuing an internship are responsible for locating interested business sponsors for their internships. The internship positions must demonstrate the ability to put science and/or managerial preparation to work in business, industry, or government. The CS department and faculty do not directly assist students in this process. The UAlbany Office of Career Services, IEEE Job Site, as well as other sites, post information about companies with possible internship opportunities. Interested CS students may use the campus service to aid in finding a business sponsor, or a student may identify a sponsoring company individually through various on-line research, personal contacts, or referrals. Additionally, the student must identify a mentor within the sponsoring business who will act as their supervisor during the internship.

2. **Preparing the internship request package**: The student must prepare and submit a completed “Internship Credit Request Form for ICSI490”. A blank template of the forms necessary is attached at the end of these instructions. The package must include:
   
a) A copy of the internship job offer from the sponsoring business specifying start and end dates for the internship, salary (if position is paid), and other terms and conditions of the position, and a copy of the completed “Internship Business Mentor Information Form for ICSI490” form, signed by the sponsoring business mentor and confirming the active employment dates, payroll status of the student with their business or agency.
   
b) A written proposal, prepared by the student, of the proposed job description and specific task which will be completed. It must have sufficient detail, and explanation, to allow the Computer Science Department to determine if the proposed work content of the internship position has academic merit, which is commensurate with, and relevant to the student’s program and status. The proposed work description must include:
      - Description of the specific work tasks planned, deliverables, schedules and status checkpoints which will be periodically reported to the faculty supervisor.
      - A description of the value of the work to the sponsoring business.
      - A listing of knowledge, skills and outcomes acquired from the student’s computer science courses, which the student and sponsor expect to be applied, or utilized, during the internship.

3. **Academic advisor review and approval**: Next, the undergraduate student must contact their CEAS academic advisor for a review of their request package, approval that the student is eligible to take a for-credit internship, and determination that it’s credits would be applicable towards fulfilling the degree requirements of their specific program.

4. **Faculty supervisor selection and approvals**: Undergraduate students may ask the CEAS advisors for recommendations of a faculty member who might be able to supervise the internship, but it is the student’s responsibility to locate and obtain a commitment of support for the internship from a faculty
supervisor. After reviewing the students request package, if the faculty member decides to agree to act as the supervisor, then he/she signs the request form. By signing the form, the faculty member is giving his/her commitment to allow the student to enroll in their internship section, but **ONLY IF and AFTER** the proposed internship job description is reviewed and approved by the CEAS Internship Review Committee.

5. **Submission of the internship request for review by the CEAS Internship Review Committee:** After a student has obtained signed approvals from both the CEAS academic advisor, and the proposed faculty sponsor, the student must return the package to their CEAS advisor who will then submit it to the committee for review. NO internship requests are to be made directly by the student to the committee. All communications will be handled through the academic advisor. Following review, the committee’s decision will be provided to the academic advisor, and faculty supervisor. **Committee decisions are final.** If the internship is approved by the committee, they will authorize the issuance of a permission number by the faculty member enabling the student to register in the 490 section of the faculty supervisor.

6. **ISSS Approvals for CPT:** International students on F-1 visas whose internships are approved, must check and work with ISSS for what, if, any additional visa paperwork and approvals are necessary for them to begin work at their internship.

7. **Final report and Evaluation:** The student must maintain regular contact with the faculty supervisor during the internship to provide status and progress toward the completion of their proposed work plan. Additionally, at the end of the internship, the student must prepare and submit a final report to his/her business mentor and faculty supervisor. An Internship Final Report Format and Content Guide is attached at the end of these instructions.

8. **Sponsor Review and Evaluation:** After reviewing the final report, the business mentor completes the *Business Mentor’s Internship Evaluation Form for ICSI490* and returns it, along with a copy of the final report to the supervising faculty member from the Computer Science Department. (A blank template of the form is attached at the end of these instructions)

9. **Faculty supervisor evaluation and final grading:** At the conclusion of the semester, after considering the student’s progress through the semester, and reviewing the student’s final report, and mentor’s evaluation, assigns the appropriate (A-E) final course grade.
Internship Credit Request Form for ICSI490
To be completed by the student and submitted to the Computer Science Department Faculty Supervisor

(Please Print)

Student Name: ___________________________ Date: __________________
ID# __________________ Email: ___________________________ Phone: ____________

I hereby request that I be allowed to enroll in ICSI490 Internship in Computer Science, with the following business sponsor listed below.

1. Is this a paid internship position?  Yes    No   (Circle one)
2. __________ Start date (when student will actually begin employment at the business or agency)
3. __________ End date (expected last day of work by the student at the business or agency)
4. Name and address of sponsoring business:

________________________
________________________

While at the sponsoring organization, I will be under the direct supervision of the mentor listed below:

5. Name and title of Mentor from the sponsoring business: ________________________________
6. Phone and e-mail of Mentor: ________________________________

I understand, and will comply, with all the instructions and policies of the Computer Science Internship Program as described in the "CS490_Internship_instructions". Further, I understand it is my responsibility to immediately notify my faculty supervisor and ISSS, in writing, should any changes in my active internship employment status, or academic program, occur during the approved time period for the internship which would impact my ability to complete the internship.

________________________  __________________________
Signature of Student        Date

CEAS Academic Advisor and Faculty Supervisor for ICSI490 Approvals:

1. ___________________________
   Academic Advisor           Signature of Academic Advisor  Date

2. ___________________________
   Faculty Supervisor for ICSI490   Signature of Faculty Supervisor for ICSI490  Date

Write and attach a formal job description for the internship per the requirements described in the internship instructions.
Internship Business Mentor Information Form for ICSI490
To be completed by the student and submitted to the Computer Science Department Faculty Supervisor

(Please Print)

Student Name: ____________________________ Date: ________________
ID# Email: __________ Phone: ____________________________

1. Is this a paid internship position? Yes No (Circle one)
2. __________ Start date (when student will actually begin employment at the business or agency)
3. __________ End date (expected last day of work by the student at the business or agency)
4. Name and address of sponsoring business:

   __________________________________________________
   __________________________________________________
   __________________________________________________

Mentor Name: ______________________________ Title: ______________________________

Email: ______________________________

By signing, I confirm the student active employment dates, and payroll status as indicated above, and that I have reviewed and approved that the internship job description proposal prepared by the student will have a positive value and impact on my business or agency.

________________________________________   _________________________
Signature of Sponsoring Mentor               Date
Internship Final Report Format and Content Guide

Final Internship Report Submission

The student is to prepare and submit the completed report to their faculty supervisor, and the Department (CSDept@albany.edu):

The format should be as follows:
1. Double Spacing; 10-20 pages; size 12 font; 1” margin

2. Cover Page - include the following on the cover page:
   - ICSI XXX Internship Report
   - Department Name and Degree Program
   - Semester and year of your internship, e.g. Spring, 2019
   - Student Name
   - Student Number
   - Company Name where internship was performed

3. Disclosure Page: This page contains a statement from the supervisor indicating that he/she has read the report and that the information enclosed is correct and contains no confidential information. So simply create a page with the heading "Disclosure Page." Your supervisor may wish to scan in the signature.

Disclosure Page:

This is to confirm that I have read the report and that the information enclosed is correct and contains no confidential information.

Company: __________________________

Supervisor's Name: __________________

Supervisor's Signature: _________

Date: __

4. Main Body of the report:
   - Introduction (1 page): Provide a summary of the main purpose of your report and major points of importance to note for the reader.

   - Job Description (1-2 pages): Description of the approved work plan: goals, deliverables, schedule, intermediate checkpoints during the semester with your faculty supervisor, and end results of the internship. Explain how your work plan and your responsibilities fit into the overall activities and mission of your sponsoring company.
• A list of the specific tasks (1-2 pages) or projects that were completed during the internship, and brief description of how the work content of each task utilized and demonstrated the use of knowledge and skills acquired during your academic degree program.

• Detailed Task/Project Description (5-10 pages): provide a detailed description for one of the technical projects in which you were involved during your internship. The description should include:

Statement of Problem: Provide a succinct description of the problem you were asked to solve, and if you were working alone or as part of a team. If part of a team, how many people were on the team and what part did you play on the team?

Research methods and findings: How did you research solutions to solve the problem? What prior art were you able to find, and were you able to leverage it in your solution?

Solution: What was your approach to developing a solution to the problem? What specific aspects or knowledge from your academic course work, concepts, mathematical or programming skills did you leverage in developing a solution? Provide a detailed technical description of the solution you developed, and result or examples.

Results: Describe how you presented your solution of the problem to your mentor and other technical staff at the company. Was the problem solution acceptable to the company? Why or why not? What if any innovation resulted from your solution?

Conclusions: What conclusion was reached? Was your solution ultimately used or planned to be used by your sponsoring company?

5. Description of how the overall internship work results met the original proposed goals and objectives (1 – 3 pages):

• What goals and objectives of your original work plan were accomplished, and what specific academic course work were most helpful in preparing you to achieve the results.
• What goals and objectives were not met, and why not.
• What new, unanticipated challenges were encountered during the internship?
Internship Business Mentor Evaluation Form for ICSI490

To be completed by the student and submitted to the Computer Science Department Faculty Supervisor

(Please Print)

Student Name:_________________________ Date: __________

1. __________ Start date (when student began employment at the business or agency)
2. __________ End date (last day of work by the student at the business or agency)
3. Name and address of sponsoring business:
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________

Mentor Name:_________________________ Title: ____________________________

Email: ________________________________

Please provide a summary evaluation of the student’s performance in the internship for your organization:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Optional:

If you were to assign a letter grade to the Intern’s performance, what would it be?:

A B C D F (circle one)

________________________________________________________________________