

# Graduate Request for Internship Credit (ICSI698/698C)

This document describes the steps to be taken by a student and intended sponsoring business mentor to establish a for-credit-internship through ICSI698/698C. (Forms required are included at the end of this document.)

## Locate an internship

Students interested in pursuing an internship are responsible for locating interested business sponsors. The CS department and faculty do not directly assist students in this process. This means that you will need to contact potential internship locations; submit your resume, cover letter and any other required documentation; arrange the interviews; etc. **Important: Internship positions must have academic merit, which is commensurate with, and relevant to the student's program and status.**

These resources can help you find good internships:

- **Career Services Internships Page** <https://www.albany.edu/career/internships/internships.shtml>
- **Job Fairs.** The University hosts job fairs several times per year. <https://www.albany.edu/career/#calen>
- **Companies that you would like to work for.** Write to a company that interests you and ask if there are any summer positions available. Be sure to include your resume.
- **Other students.** Talk to students who have completed internships to find out how they located their internships; they might be able to provide you with names of companies that use interns and/or contacts within the company.

## Prepare the Internship Request Package

The package must include ALL 3 of the following documents:

1. **Internship job offer letter**  
A copy of the internship job offer letter from the sponsoring business specifying start and end dates for the internship, salary and other terms and conditions of the position.
  2. **Internship Credit Form for ICSI698/698C**  
This form must be completed in full (two pages) and requires review, consent and signatures from all three of the following:
    - **The student** – you must consent to the policies of the CEAS Internship Program.
    - **Faculty Supervisor** - **It is the student's responsibility to locate and obtain a commitment of support for the internship from a faculty supervisor.** Check first with your academic advisor to see if he/she is willing to also act as your faculty supervisor; or contact any other CS faculty whose research interests might be aligned with the work being proposed for your internship. After reviewing the student's request package, if the faculty member agrees to act as your supervisor, he/she signs the request form. By signing the form, the faculty member is giving his/her commitment to supervise the student, **ONLY IF and AFTER** the Request Package is reviewed and has received ***final approval*** by the CEAS Internship Review Committee.
    - **Academic Adviser** - Once a faculty supervisor for the proposed internship has agreed and signed the request for internship, your academic advisor must review the complete Request Package to determine that you are eligible to take a for-credit internship, and that the credits
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would be applicable towards fulfilling the necessary degree requirements for your program.

3. **Internship Business Mentor Information Form for ICSI698/698C**

This form must be completed and signed by the sponsoring business mentor confirming the active employment dates and payroll status.

**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.

**Submit the Internship Request Package for review to the CEAS Internship Review Committee**

After a student has agreed to the internship guidelines, completed the forms and obtained signed approvals from both the faculty supervisor and their academic adviser, the student's adviser will submit the package to the CEAS Internship Review Committee. NO internship requests are to be made directly by the student to the committee. Following review, the committee's decision will be provided to the academic advisor, and faculty supervisor and the student will be notified. **Committee decisions are final.** If the internship is approved by the committee, they will authorize the issuance of a permission number enabling the student to register in the 698/698C section of the faculty supervisor.

**Finish Your Internship**

**Student Final Report**

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. 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.

**Sponsor Review and Evaluation**

The department will forward to the mentor the *Business Mentor's Internship Evaluation Form for ICSI698/698C* to complete and return, along with a copy of the student's final report (Form is attached at the end of these instructions)

**Faculty supervisor evaluation and final grading**

At the conclusion of the semester, after considering the student's progress throughout the semester, and reviewing the student's final report, as well as the mentor's evaluation, the faculty supervisor assigns the appropriate (S/U) final course grade.

# Internship Credit Request Form for ICSI698/698C

(Please Print)

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

ID# \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Is this a paid internship position? Yes No (Circle one)

Start date: \_\_\_\_\_ (first date of work at the business or agency)

End date: \_\_\_\_\_ (expected last date of work at the business or agency)

Name of sponsoring business: \_\_\_\_\_

Address of sponsoring business: \_\_\_\_\_

***While at the sponsoring organization, I will be under the direct supervision of the following mentor:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

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:

List the knowledge, skills and outcomes acquired from the student's computer science courses, to be applied, or utilized, during the internship:

**Student Consent**

*I understand, and will comply, with all the instructions and policies of the Computer Science Internship Program as described in the "CS698/698C\_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

\_\_\_\_\_  
Date

**CS Faculty Supervisor Approval for ICSI698/698C**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Comments:**

**Academic Adviser Approval for ICSI698/698C**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Comments:**

## Internship Mentor Information Form

**(Please Print)**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Is this a paid internship position?    Yes    No    (Circle one)

Start date: \_\_\_\_\_ (first date of work at the business or agency)

End date: \_\_\_\_\_ (expected last date of work at the business or agency)

Name of sponsoring business: \_\_\_\_\_

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

\_\_\_\_\_

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 be able to achieve the results.
- What goals and objectives were not met, and why not.
- What new, unanticipated challenges were encountered during the internship?

## Internship Mentor Evaluation Form

**(Please Print)**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

End date: \_\_\_\_\_ (expected last date of work at the business or agency)

Name of sponsoring business: \_\_\_\_\_

Address: \_\_\_\_\_

Mentor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_

Please provide a summary evaluation of the student's performance:

**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)

\_\_\_\_\_  
Mentor Signature

\_\_\_\_\_  
Date