Internship Request Review Committee

College of Engineering and Applied Sciences, University at Albany

Mission of the Committee:

1. Review requests for student "for-credit" internships in the CEAS graduate and undergraduate programs.
2. Deliberate, and make a final decision on compliance of a proposed internship position's work content with the college's academic program requirements and standards.
3. Provide feedback of the committee's decision to sponsoring faculty, and authorize an enrollment permission number, if appropriate.

Background and Degree Requirements for Internships in CEAS:

Internship opportunities in a business/corporate environment are excellent opportunities for our students to apply the unique knowledge and skills acquired during their academic program in a practical manner. Internships can also serve to enhance the students resume, and post-graduation hire-ability. At this time, the Department of Computer Science has the only programs in CEAS that include an internship as part of the degree requirements. Specifically these are:

> *Graduate program: ICSI 698 is listed as one of the three options (master's thesis, master's project or internship) for satisfying the culminating experience requirement of the Master's Degree in Computer Science.*

> *Undergraduate program: ICSI 490 is currently a degree requirement in the undergraduate BS CSMAT/Data Analytics Concentration. ICSI 490 is not a published elective option for either the CSI BA, CSI BSC, or the CSMAT/General Concentration degree requirements. CSI 490 may be used as free elective/non-major credit. CSI 490 is also accepted for the CSI minor as an elective.*

As described in the Computer Science Graduate Handbook, to be eligible to receive academic credit in a CEAS degree program for an internship, paid, or unpaid, the work content of the internship position must involve work, which has academic merit suitable, is commensurate, and relevant with the student's program and status. There is no formalized undergraduate handbook available for Computer Science student's at this time, but attributes of academic merit suitable, commensurate and relevant to the student's undergraduate degree program still hold.

As most internships are paid positions, simultaneously receiving degree program credit, and being paid by the sponsoring business for such an internship, is considered by the college to be an exception. Students should NOT be earning credit while being paid for an internship, however exceptional circumstances may be considered.

Composition and Organization:

The committee will consist of selected faculty members from the constituent CEAS departments, and the CEAS Undergraduate Academic Advisors. The CEAS Associate Dean, responsible for experiential learning activities, will chair the committee.

Operation of the Committee:

The committee will convene (face-to-face, or electronically) to review and consider internship requests two times

per semester (fall and spring). Time frames for the two review meetings are:

A.   *Meeting #1 will be held approximately two weeks before the first day of classes. Only requests for internships beginning and completing during that upcoming semester will be considered.*

B.   *Meeting #2 will be held approximately one (1) month before the last day of classes of the current semester. <u>Requests for internships beginning and completing in the following semester (fall or spring) will be considered during Meeting #2.</u>*

C.   *Requests for summer time internships will <u>**only**</u> be considered during Meeting #2 of the spring semester.*

D.   *Requests for For-Credit Winter Session Internships will <u>**not**</u> be considered.*

E.   *Requests to switch or deviate from the originally submitted internship will not be considered after Meeting #1 for the upcoming semester.*

Proposed Meeting Times will generally take place during the following weeks:

Meeting #1: Third week of August (fall semester) and second week of January (spring semester)

Meeting #2: Last week of November (for upcoming spring semester internships) and last week of April (for upcoming fall & summer semester internships).

Internship Requests and Submission

All requests for internships are to be submitted to the committee electronically prior to the scheduled review meeting(s) (see above). Graduate internship requests must be submitted by the student's graduate academic advisor. All undergraduate requests are to be submitted by the CEAS Academic Advisors. No requests will be accepted directly from the student. It is the responsibility of the student to secure a faculty supervisor who will serve as instructor of record for either CSI 698 or CSI 490.

All request packages should be emailed by the Graduate or Undergraduate Advisor to CEASInternships@albany.edu (mailbox pending).

The internship request package should include:

A.   Specific details of the proposed work plan, deliverables and completion schedule prepared by the student, using the forms and instruction provided and available from the college/department.

B.   The package should also include a copy of the offer letter (with tentative start/end dates) from the prospective employer to the student.

C.   When forwarding the student's request to the committee, the academic advisor should provide their comments and endorsement, as well as, comments from the intended instructor of record of ICSI490 or ICS698 (if different from the academic advisor).

D.   The advisor does not have to endorse the internship for the request to be sent to the committee.

- No out-of-state, and/or remote internships during the fall or spring semesters will be allowed; while the student is still taking courses on the UAlbany campus.

- The academic advisor will be notified of the committee's decision. It is the responsibility of the advisor to communicate the committee's decision to the student.

- For approved requests, a permission number for CSI 490/698 will be generated and forwarded to the faculty supervisor/ instructor of record, to facilitate the student's enrollment.

- **The Committee's decision is final, and no appeals will be entertained.**

Continuation of Internships

Students who wish to enroll in CSI 490 for multiple semesters should follow the same procedures for approval as they did for their first request.