Internship Guidelines for CSI 490/INF 468 - Student Edition

Requirements
- Junior/senior status (completed at least 56 credits)
- GPA must be at least 2.5
- Interns may be required to attend monthly meetings with all interns and coordinator (timing to be determined each semester)
- Ok to do internship with or without stipend/salary
- S/U graded
- Majors only
- Can be repeated for credit up to 6 credits
- Student finds own placement
  - Student provides faculty with statement of learning goals, proposed internship duties and career goals. This is reviewed by faculty and site supervisor.
- Faculty supervisor and employer and student agree to hours and responsibilities at start of internship
- Faculty and employer may touch base at midterm to establish potential issues
- Faculty and student touch base at midterm to establish progress
- Faculty and employer review student objective outcomes at end of semester
- Student writes CCI Blog post about internship experience, due towards the end of semester, reflecting on learning objectives
- Student interns may be required to participate in end of semester symposium
- About 8-10 hours/week work commitment, total of about 150 hours/semester
  - Bi-weekly email communication or Blackboard journal entries between student and faculty (student initiates update)
  - Meet face-to-face with Dr. Guy Cortesi on 2/3, 3/10, 4/7 from 4:15 to 5:35PM in TBD for seminar.

Internship Description
The internship has two components. (1) work experience in position related to student’s interests in computing and information. Interns are expected to spend eight (8) hours per week during the semester at their internship location. (2) Academic seminar where students and faculty mentor meet together monthly (as noted above) to discuss their experiences and general career preparation topics. Assignments may include preparing a resume and cover letter, career development, assessing skills for and barriers to career development, and planning for graduate or professional school.

Students are expected to research, identify and find their own possible internship opportunities. This activity will help student to identify their own career goals and manner in which they may best be achieved, and it will also help students to learn career preparation skills that will be useful after graduation. All internship opportunities must be reviewed and approved by appropriate faculty prior to course registration. Can be repeated for up to 6 credits.

Contact Information:
Guy Cortesi, Ph.D. / Visiting Asst. Professor
Informatics LI-86 / gcortesi@albany.edu

Updated 08-28-13
Internship Learning Agreement (ILA)

Please return to the Dr. Guy Cortesi, LI-86 prior to start of student’s internship.

**Internship Site Supervisor**
(This section must be completed and signed by the Site Supervisor or Site Representative.)

Site Supervisor Name:
Student Name:
Phone:
Title/Dept.:
Email:
Fax:
Company Name:
Address:

**Site Supervisor Responsibilities**
The College of Computing and Information greatly appreciates your participation in our internship program. Your role is integral to the student’s internship experience and success.

As a site supervisor for this internship, I agree to:
- [ ] Clearly discuss the requirements of the internship with the student intern;
- [ ] Work with the student to complete on-site goals, duties, and learning objectives;
- [ ] Provide ongoing supervision and feedback to the student on his/her performance;
- [ ] Talk with the faculty supervisor as needed;
- [ ] Complete an evaluation of the student’s performance and attitude.

Site Supervisor Signature: __________________________________________________
Date: _________________________________________________________________________

**Internship Description and List of Duties** (Please include at least six specific intern duties or indicate approval of duties already listed below.)

1. _________________________________________________________________________
2. _________________________________________________________________________
3. _________________________________________________________________________
4. _________________________________________________________________________
5. _________________________________________________________________________
6. _________________________________________________________________________

Please add additional duties as appropriate.

*Updated 10-17-13*