Description

The internship experience gives students an opportunity to integrate theory and practice by working in a supervised setting. Consultation and reporting to the faculty advisor guides the student’s experience to maximize learning. This internship is offered for 1.0-3.0 units. Students must register directly with the supervising faculty member.

Objectives

After completion of the internship experience the student should be able to:

- Apply what they have learned in the classroom to the corporate setting, and make professional contributions to the organization in which the student is placed.
- Learn concepts in the computing field that are difficult to teach in the classroom, such as user interaction, testing, and software configuration management.
- Experience the business and industrial environment in which a computer professional must learn to function.
- Grow professionally, emotionally, socially, and intellectually.
- Sharpen their focus on career goals and course selection to reach those goals.
- Develop writing skills that are necessary in the professional world of computing.
- Demonstrate community involvement and reflect on the issues encountered in that involvement,
- Demonstrate the ability to work with supervision and with other employees, and
- Perform various tasks to the satisfaction of the supervisor.

Policies

The behavioral and ethical standards of the California State University, Chico are to be observed in all aspects of this internship. The organization offering the internship opportunity will have additional expectations. Any questions or concerns about the work environment should be brought to the immediate attention of the on-site supervisor, internship coordinator, or faculty advisor.
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<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
<tr>
<td>on-site supervisor:</td>
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<tr>
<td>internship coordinator:</td>
<td>Ken Naas</td>
<td><a href="mailto:Knaas1@csuchico.edu">Knaas1@csuchico.edu</a></td>
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<tr>
<td>faculty supervisor:</td>
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**Evaluation**

A typical 1-3 credit hour internship consists of at least 40-120 (40 hours/unit) hours of internship experience during a single semester. Grading is on a pass/fail basis and based on written and oral reports submitted by the student and the on-site supervisor.

The student will submit 2 written reports and maintain regular contact with the faculty advisor.

**Reports & Presentations:**

**Internship Offer Letter**

Students are required to submit an offer letter from an industry or a professional organization outlining the duties and expectations during the course of the internship. The letter must also include start date, end date, hours to be worked, and name, email, phone of the on-site supervisor.

(due before enrolling in the course)

**Internship Duties Report**

Students should keep an informal journal of activities and impressions throughout the internship experience. At the mid-point of the experience, a summary report of those experiences is due which gives an overview of the typical daily or weekly activities including: tasks performed, interactions made with employees, meetings attended, and the overall atmosphere of the work environment. Note any new skills, knowledge, or insights acquired or new perspectives on older skills, knowledge, or insights.

(due when approximately ½ of internship hours are completed)

**Internship Experience Summary**

The final report summarizes the internship experience by identifying the significant learning experiences and contributions to the organization served. Include what you have
learned about your own aptitudes and abilities, what you have learned about the way an organization operates, and specific skills that you were able to develop or enhance during your internship. Describe the contribution that you feel you made to your organization during the internship. Describe the highlights of your internship and how the experience could have been improved.

(due one week after internship experience is completed)

**Supervisor Report**

This is an evaluation report is submitted by your immediate internship supervisor reporting on your performance and fulfillment of duties as outlined in the Internship Offer Letter.

(due one week after internship experience is completed)

**Experience Presentation**

Students may share their experience with their peers in a presentation on their internship activities which can be based on the final report. Internship presentations are scheduled during the senior project presentations. Let the faculty advisor know if you wish to share your experience. This especially benefits those students coming up behind you in the program, many of whom attend the senior project presentations and are interested in finding out about internships.

(during senior project presentations)