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COMP 293: Internships

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Course Goal

COMP 293 allows students to obtain course and experiential education credit for conducting cutting edge software and/or hardware development work in off campus laboratories or companies.

Course Expectations

Students must identify an off campus laboratory or a company where to carry out the internship that focuses on research and/or developmental work (software or hardware) in computer science related areas. In addition, they must submit a learning contract with a brief description of the project. The project must involve at least 180 hours of hands-on work by the student. The student is expected to work under a mentor at the company, work on real-life problems that are solved applying computer science skills, and develop professional skills such as communication, leadership, and teamwork. Finally, the student is expected to demonstrate comprehensive understanding of the project in the final paper. The final course grade will be determined by the quality of the final paper and the effort dedicated to the project, as reported by the internship mentor.

Course Deliverables

Completion of the course requires three items:

(1) Two-Week Confirmation Letter from the Internship Mentor: A brief statement from the supervisor that the student has started working a project. The letter should include high-level goals of the project and the responsibilities of the student. This is a required checkpoint approximately two weeks after the beginning of the internship to clarify or confirm the work that the student is doing. The supervisor (**not** the student) is to write a short letter, sign it, and ask the student to upload it to the Sakai in PDF format. It is the responsibility of the student to inform their supervisor ahead of time to get this done on time. The content of the letter should have the following:

- A brief statement that clarifies and/or confirms the work the student is doing. Typically such a letter contains what the student is going to learn, what the student is going to implement, and expected outcomes of the internship. Technical jargon is encouraged.
- The letter should be on the letterhead of the company. The letter must be signed by the internship manager. The contact address of the internship manager (email and phone) should be provided, in case we need to reach them.

(2) Final Assessment Letter from the Internship Mentor: A letter from the supervisor (i.e., the internship manager) that the student, in fact, worked the planned hours and completed (or continuing) the work satisfactorily. The supervisor (not the student) is to write a short letter, sign it, and ask the student to upload it to the Sakai in PDF format. It is the responsibility of the student to inform their supervisor ahead of time to get this done on time. The final report deadline is the earlier of the first day of final exams or the end of the internship. The content of the letter should have the following:

- A brief statement that clarifies and/or confirms the work the student has completed and/or is doing. Typically such a letter contains what the student has learned and implemented; and whether the expected outcomes of the internship are met. Technical jargon is encouraged.
- The letter should be on the letterhead of the company. The letter must be signed by the internship manager. The contact address of the internship manager (email and phone) should be provided, in case we need to reach them.

(3) Final Report Written by the Student: The student will submit a 2 page (maximum) reflection paper (written describing what they have learned from the internship experience. The reflection paper can cover technical material, work environment, or processes; it is the summary of what knowledge you gained through the experience. The final report deadline is the earlier of the first day of final exams or the end of the internship. Additional instructions on the format and content of the paper are as follows:

- The paper should be no more than 2 pages (single-spaced pages; page-size 8.5" x 11"; font-size 10pt). Student name and PID should be on the header of all pages. The final paper to be uploaded should be in PDF format. Students are encouraged to use ACM publication templates: http://www.acm.org/publications/proceedings-template.
- There should be labeled sections and subsections to increase the readability of the paper. For example, Introduction, Goals, Activities, Lessons Learned, and Conclusion.