

### **What is an internship?**

An internship is an opportunity for a college student to gain real-world work experience related to his or her major while earning academic credit toward graduation. For Computer Science and Information Systems students, this implies an academic or industrial experience in which the student works in a position in the area of information systems, information technology, or computer science for a semester. The course that provides this opportunity is CSIS 4893, Advanced Internship. Students want to apply what they have learned in the classroom to the work environment. In other words, they are interested in an experience that is “more than just a job.” The internship should consist of meaningful, career-related work assignments to help them determine their career path and make them more employable after graduation.

### **How does an internship benefit the employer?**

An internship is a win-win arrangement for the student and the employer. Here are some of the possible benefits you may enjoy:

- Assistance during a crunch
- Assistance in completing special projects
- Savings in training costs
- More cost-effective and efficient method of recruitment
- Cheaper training/learning curve
- Regular flow of talent
- Effective way to evaluate potential employees
- Good word-of-mouth advertising/public relations

### **Are internships paid?**

Usually internships are paid, and the Professional Practice Office encourages employers to pay their interns if at all possible. However, it is not mandatory that

they be paid. All salary negotiations are left to the discretion of the employer and the student.

### **How long do internships last?**

Internships typically last the length of one semester. Fall and spring semesters are each 15 weeks long; summer semester is 12 weeks long.

### **How many hours will the student work?**

The student will be employed for roughly 225 to 300 hours per semester, or 15-20 hours per week.

### **Is there a specific time frame when the internship must fall?**

For student scheduling and grading purposes, it is best if the internship coincides with YSU’s fall, spring, or summer semester.

- For a fall semester internship, please have all paperwork completed by August 15. Fall semester begins towards the end of August and ends midway through December.
- For a spring semester internship, please have all paperwork completed by January 5. Spring Semester begins midway through January and ends during the first half of May.
- For a summer semester internship, please have all paperwork completed by May 10. Summer semester begins during the latter half of May and ends during the first half of August.

### **How do I obtain a student intern?**

All interns must have an approved internship description in order to be permitted to participate in an internship. You can initiate the process of obtaining a student intern by submitting an internship description that includes your expectations and experiential learning objectives. This description can be submitted to the Office of Professional Practice. Your contact at this office is Gwenn

Clark, the Professional Practice Coordinator. Her contact information is as follows:

- Williamson Hall, Room 408
- (330) 941-1405
- [gvclark@ysu.edu](mailto:gvclark@ysu.edu)

Once the description is approved, it will be posted, and you can review current resumes from YSU’s *PPOD-EASE (Professional Practice Online Database-Electronic Application for Students and Employers)*. You can contact students directly by phone, email, or mail. If students do not respond to your contacts, please notify the Office of Professional Practice immediately.

### **When and where should I set up interviews with potential student interns?**

Interviews should be scheduled as soon as possible. They can be set up at your location or at YSU.

### **What should I do once a student accepts my offer?**

Please notify the Professional Practice Office so that you and the student can complete the necessary paperwork for the internship to begin.

### **What paperwork must be submitted?**

1) The employer, student, and faculty advisor must all sign a Professional Practice Program Agreement. By signing this agreement, you agree to:

- coordinate the student’s assigned duties in ways that will closely relate to the student’s academic degree program and/or career objectives;
- provide at least the minimum semester hours of supervision for the student and sign off on the student’s log sheet to indicate that this was done;
- assess the student’s performance on an evaluation form provided by YSU; and

- provide the same consideration of health, safety, and working conditions afforded to other employees.

2) The student will be required to submit a detailed job description that includes learning objectives, job duties, and responsibilities, in addition to other relevant information such as the company's name, the student's supervisor's name, and other details.

3) The student will need to fill out a log sheet to verify hours worked throughout the internship; this will require your signature.

4) YSU will send out evaluations toward the end of each semester so that you can assess their attitude, appearance, communication skills, judgment, dependability, ability to learn, technical skills, relationship with others, the quality of their work, and their ability to achieve their learning objectives.

#### **Should I provide an orientation for the intern?**

We strongly encourage that you provide an orientation for the student that includes your organization's history and culture; policies, practices, and procedures; ethical and other standards; and organizational structure. This orientation should also include introductions to the staff and a facility tour.

#### **What kind of workspace will the intern require?**

The intern should be equipped with adequate workspace to effectively do his or her job duties. This does not need to be a separate office, but should be a desk, chair, telephone, and a computer.

#### **What kind of supervision will the intern require?**

Employers are encouraged to provide at least one hour of face-to-face supervision for

every 20 hours of work done by the student. The student may need time to interview and/or shadow a supervisor so that he or she can write a required paper regarding the organization and the internship experience. Please also discuss your expectations of the intern with him or her, including the student's weekly work schedule.

For more information, please contact Professor Tom Bodnovich at (330) 941-3339 or [tabodnovich@ysu.edu](mailto:tabodnovich@ysu.edu).

# Computer Science and Information Systems Internships

## Information for Employers



The Department of Computer Science and Information Systems

Youngstown State University