

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 CSIS 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.

How long do internships last?

Internships typically last the length of one semester. The student will be employed for roughly 225 to 300 hours per semester, or 15-20 hours per week.

Can students take other courses while interning?

This is at the individual student's discretion. Some students go to school part- or full-time while interning. Others devote all their time to the internship.

Are internships paid?

Internships are usually paid. However, some are not. It is important to remember that regardless of the monetary compensation received for working as an intern, the real-world work experience is the most valuable reward.

What are the goals of having an internship through the CSIS 4893 Advanced Internship course?

Your primary objective is to gain work experience in a discipline related job. Hence, the majority of your time for this course will be devoted to your internship position. A secondary objective is to discover "how to apply knowledge and skills from your

discipline to a job." In this discovery process you will see and reflect upon both "what you have learned" and "what you need to learn." You may also discover the need and importance of related soft skills in your job, such as written communications, oral communications, group collaboration, team leadership, time management, and many others.

Do I need to attend a scheduled class on campus for CSIS 4893?

No. Each student will communicate on a regular basis via e-mail or WebCT with the faculty advisor. The faculty advisor will provide guidance and feedback to the student.

How will my progress be monitored?

You are required to complete several writing assignments. They are: (1) resume, (2) job description, (3) several progress reports, and (4) internship report. With the exception of the internship report, the other writing assignments are relatively short, roughly one or two pages.

How should I prepare to write the progress reports and internship report?

After each day of work, take several minutes to record a brief summary of the day's experiences. This might include a description of work activities, software used, hardware used, interpersonal activities, problems encountered, opportunities identified. It might also include reflections on your strengths, weaknesses, likes, or dislikes. The journal will be submitted periodically via email or WebCT as a progress report. The faculty advisor will review these progress reports and provide feedback to the student. These progress reports will also be used for preparing an internship report.

Will I have a mentor at the actual job site to help me?

Yes. In addition to the faculty advisor, each student will be assigned an industrial or business advisor for review of his/her work. In most cases, this will be the student's supervisor at the internship business. The industrial or business advisor will periodically review the student's work.

What are the prerequisites for the CSIS 4893 course?

16 hours of departmental (CIS, CSCI, CSIS, INFOT, or OIS) courses, and 3 hours of upper division departmental (CIS, CSCI, CSIS, INFOT, or OIS) courses.

How many credit hours will I earn for completing the internship?

3 or 4 semester hours. Students are expected to work roughly 225 hours for 3 semester hours of credit, or roughly 300 hours for 4 semester hours of credit.

How do I go about getting an internship and completing CSIS 4893 for credit?

1. Visit the Office of Professional Practice (Williamson Hall, Room 408) to complete an Internship Application. Your contact at the Professional Practice Office is the coordinator, Gwenn Clark. Her contact information is as follows:
 - o Williamson Hall, Room 408
 - o (330) 941-1405
 - o gvclark@ysu.edu
2. Complete an online registration for *PPOD-EASE (Professional Practice Online Database-Electronic Application for Students and Employers)*. Submit a resume with your YSU email address for approval; then upload it on *PPOD-EASE*.

3. Get a job in the discipline. The CSIS Department may provide leads and post job opportunities. There are Interview Days twice per year at YSU when students may interview with some companies for internships. Also, employers with access to *PPOD-EASE* may contact you for interviews.
4. Bring a job description to the CSIS Internship Coordinator, Professor Bodnovich. He must approve it. He will issue you a permit for CSIS 4893 at this time. The job description must include:
 - Your name
 - Company name
 - Your position (job title) with the company
 - Your department in the company
 - The name of your immediate supervisor
 - The semester that you will be interning (Fall, Spring, or Summer)
 - Internship Learning Objectives (3 to 5 things that you will learn from this experience)
 - Job duties and responsibilities
 - Hours per week/month/semester and total hours for internship
 - Company address
 - Company phone number, email, website.
 - Supervisor name, title, email address, phone number, fax number
 - Take the job description to the Professional Practice Office. Complete the Professional Practice Program Agreement.

This Agreement must be signed by you, your employer, and Professor Bodnovich.

5. Register on SOLAR for CSIS 4983.
6. At the beginning of the term, register on WebCT for CSIS 4983. Follow the schedule for this class.

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

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CSIS 4983: Advanced Internship

WHAT it is & HOW to get started



CSIS

The Department of Computer Science and
Information Systems