Computer Science Graduate Internships

Many students complete one or more internships with local companies during their time at PSU. We believe internships provide a valuable training experience which significantly augments the student’s academic program. While some students are able to participate in an internship without receiving college credit, other students find it important that they receive college credit for their internships.

Effective Summer 2015, the following policies apply to Computer Science graduate students wishing to receive college credit for an internship:

1. Students may apply for internship credits if they:
   a. have completed at least 24 credits towards their PSU CS Degree, including at least 2 PSU CS graduate core courses with a grade of B or better;
   b. have filed a CS Masters or PhD Plan of Study;
   c. have a PSU CS GPA of at least 3.0; and are in good academic standing as defined by the University and the CS Department.
2. The internship must relate to Computer Science and must add meaningful experience to a student’s academic program.
3. Internship credits are graded Pass/No Pass, and do not count towards the requirements of any Computer Science degree or Certificate.
4. Students may take a maximum of 27 credits TOTAL of graduate internship, with a maximum of 9 in any one quarter.
5. The maximum number of credits awarded for an internship depends on the average number of hours worked per week:

<table>
<thead>
<tr>
<th>CREDIT(S)</th>
<th>HOURS WORKED PER WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Less than 12</td>
</tr>
<tr>
<td>3</td>
<td>Between 12 and 19</td>
</tr>
<tr>
<td>6</td>
<td>Between 20 and 29</td>
</tr>
<tr>
<td>9</td>
<td>30 or more</td>
</tr>
</tbody>
</table>

To apply for internship credits the student will submit, no later than the end of the first week of the quarter, a CS Graduate Internship Application Form signed by the student and by the Employer Internship Supervisor that includes:

- description of the internship
- description of the program requirements (by the supervisor)
- name and contact information for their internship supervisor
- expected duration and number of hours per week for the internship
- number of credits requested
- a copy of the internship offer letter

To the Computer Science Internship Director. Only the Computer Science Internship Director may supervise CS504 credits. At the end of each quarter of the internship, the student will submit a Graduate Internship Status Report form that is to be completed and signed by both the student and the Employer Internship Supervisor. This will be due to the Computer Science Internship Director no later than 5pm of the second day of finals week in Fall, Winter, and Spring quarters; or 5pm on the last day of the ten-week summer session in Summer Quarter. After review of this form, the Computer Science Internship Director will assign either a PASS or NO PASS grade.