

UNT Graduate Internship Course Packet

CSCE 5932

CSCE 5932 – Internship Course

1 semester credit hour

Supervised work in a job that meets specific educational and career objectives of the student. Requires submission of a final report summarizing industrial experience gained through the internship.

Prerequisite: Consent of the Department

Course Instructor

Dr. Mark V. Albert, Mark.Albert@unt.edu

Course Coordinator

Shelby Ancira, Shelby.Ancira@unt.edu, Discovery Park F201A

UNT Career Center Internships Information:

Corey Davidson, corey.davidson@unt.edu, Chestnut Hall Suite 103

Phone: 940-565-2105; Fax: 940-565-4376

An MS student may have up to 2 internship courses listed on their degree plan.

Prior to Registration/During Registration period:

1. Apply for Internship in Handshake <https://unt.joinhandshake.com>
 - Log into Handshake. If the job is already posted, you will apply for the job via Handshake. If the job is NOT posted, you will need to request an experience.
 - Click on the heading that says “Career Center”, then click on “Experiences” and then select “Request an Experience”. You will need to complete all fields.
 - Please be sure to upload a copy of the offer letter in Handshake. If there is not a space available to upload, please email your offer letter to Shelby Ancira at Shelby.Ancira@unt.edu.
 - Offer letter needs to be on company letterhead and include the position, rate of pay, a brief summary of the duties required, the start date and end date, and should be signed by a supervisor/HR representative at the company.
2. ****INTERNATIONAL STUDENTS:** After you apply in Handshake, you should begin to complete the CPT forms. All three forms can be found on the CSE page under the Graduate tab and then under Forms. It is very important that information on all three forms matches the Handshake application and the offer letter.
 - Student Information form – You need to complete all areas of the form and sign at the bottom.
 - Academic Advisor form – You need to complete all areas of the form. The academic advisor is NOT your major professor. The academic advisor for the graduate program is Dr. Albert. Please bring or send this form to Shelby Ancira at Shelby.Ancira@unt.edu so she can obtain Dr. Albert's signature.
 - Once the form is signed, Mrs. Ancira will return the form to you.
 - Employer form – You need to complete the top two portions of the form. The employer will complete the bottom portion and sign.
3. Approval Process:
 - Your Handshake request will be forwarded to your department for approval within a week of submission.
 - Once approved, you will receive a confirmation e-mail with a permission number needed for you to enroll in CSCE 5932.
 - ****INTERNATIONAL STUDENTS:** *After* you enroll in the course, you should take your CPT forms to the UNT International Office for processing.
4. **Register and pay** for the course through the usual registration process.
Caution: As with any course, failure to make payment in accordance with the Registrar’s deadlines will result in you being dropped from the class.

Processing Timeline

Please note that the application and approval process can take up to 7 days. International students should plan on an additional 5-7 days for the approval of their CPT paperwork.

Please plan accordingly and do not wait until the last moment to begin the process.

During the semester:

1. Carefully follow all instructions provided in the syllabus or by the professor
2. Complete the **Learning Objectives Agreement**
(You will receive a *user-specific* link by e-mail after the 12th class day (5th class day in summer))
3. Complete the **Student Evaluation**
(You will receive a *user-specific* link by e-mail after the mid-semester class day)
4. Have your supervisor complete the **Employer Evaluation**
(He/she will receive a *user-specific* link by e-mail after the mid-semester class day)
5. Complete a **Final Report** about your internship.
(For questions about the final report, please follow the instructions on page 4 in your Course Packet)

Suggested topics for report:

- Describe the company and its history
- Describe your internship (duties, tasks, responsibilities)
- Explain what you learned from this experience
- Describe how your internship relates to your major
- Describe how the internship may affect your future career
- Describe how your internship has helped you academically (in the classroom)
- Discuss how well you were able to accomplish your Learning Objectives
- Discuss how well you were prepared academically for this position
- Discuss any special training or seminars provided by the employer

UNT INTERNSHIPS & COOPERATIVE EDUCATION

GENERAL INFORMATION

The UNT Internships/Co-op Course Packet is provided to all students who seek credit for their internships. While our department does not award academic credit, we do assist faculty supervisors by maintaining the paperwork for those work experiences.

Each academic department has specific requirements for those students desiring internship credit.
It is your responsibility to obtain this information.

Unless otherwise instructed, internship or co-op positions should span:

- 15 weeks/200-240 hours during the Fall/Spring Semesters
- 10 weeks/200-240 hours during the 10 week Summer Session

STUDENT & EMPLOYER EVALUATIONS

Both the **Student Evaluation** and **Employer Evaluation** must be completed prior to the published deadlines, which can be found here: <http://internships.unt.edu>

You will be emailed the link to the student evaluation prior to the due date. Please make sure we have your preferred email in the UNT Eagle Network (you can login to the Eagle Network via your MyUNT account)

Your supervisor will be emailed the link to the employer evaluation. Please make sure we have your supervisor's correct email (this is especially important if you change supervisors after beginning your internship).

FINAL REPORT

A final report is due at the end of the semester. Unless otherwise instructed, **please e-mail your report directly to your professor and copy Melanie Dewey and Corey Davidson.**

IMPORTANT:

Failure to complete your evaluations and/or your final report may result in an "I" or an "F" for the course.

ON-SITE VISIT

As time permits, it is possible that your internship/co-op coordinator may conduct an on-site evaluation visit. We will schedule a day and time with your supervisor and (if at all possible) you. The primary purpose of this visit is to discuss the employer's overall satisfaction with your performance and progress. Additionally, we visit in order to maintain and improve the working relationship between UNT and the employer.

Feel free to contact the Internships Office at (940)-565-2105 if you have any questions or concerns.