**UNT Internships/Co-op 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

**Faculty Contact Information**

 **Name:** Dr. Robert Akl

 **Email:** Robert.Akl@unt.edu

 **Location:** Discovery Park F201

 **Phone:** (940) 565-2804

**UNT Internships/Co-op Departmental Information:**

**Chestnut Hall Suite 103**

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

**Internship/Co-op Coordinator: Corey Davidson, corey.davidson@unt.edu**

**Next Steps: CSE Graduate Coordinator (940) 565-4174**

**Location: Computer Science/Engineeering Department**

**Hours Required? 200**

**Midterm Evaluation? No**

**Timesheets? No**

**Report Length: 3-5 pages**

**Report Information: e-mail professor and copy internships/coop coordinator**

**Special Instructions: CSCE 5932 is available for 1 hour per semester. After filling out Request for Credit form, have students go to Computer Science/Engineeering Department and see the CSE Graduate Coordinator csegrad@unt.edu**

**UNT Internships & Cooperative Education**

**Standard Internship Syllabus**

**Prior to Registration/During Registration period:**

1. Request for Academic Credit:
* Login to your UNT Eagle Network student account (via MyUNT)
* Verify your student contact information (My Account🡪My Profile)
* Click on the “Report an Internship Hire” link (located on the left-hand side of the page)
* Follow the online instructions (for a tutorial, go to <http://internships.unt.edu/report-an-internship>)
1. Approval Process:
* Your request will be forwarded to your department for approval
* Once approved, you will receive a confirmation e-mail

(Depending upon your major, you may receive a permission code at this point)

* Download and print the syllabus, course packet, and relevant deadlines:

<http://internships.unt.edu/internship-course-credit-information>

1. **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.**

**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)

1. Complete the **Student Evaluation**

(You will receive a *user-specific* link by e-mail after the mid-semester class day)

1. Have your supervisor complete the **Employer Evaluation**

(He/she will receive a *user-specific* link by e-mail after the mid-semester class day)

1. Complete a **Final Report** about your internship.

(For questions about the final report, please follow the instructions 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**

In almost all cases, **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 your internship/co-op coordinator**—specific information is located in the Course Packet, which can be found here: <http://internships.unt.edu>

**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.