

# Instructions for CSC 398 Internship Site Agreement

## CSC 398 College of CDM DePaul University

The College of Computing and Digital Media at DePaul University is pleased to announce the CSC 398 Undergraduate Internship course. This course allows you to receive college credit for working in an allied field of computer science.

The internship is only available to students with *junior or senior standing* and with a *grade point of at least 2.0*. This course is offered for variable credit and may be elected as Pass/Fail or a letter grade (A-F). If you wish this course to count for CSC 300-level elective credit, then you must take this course for a letter grade. Students taking this course for a letter grade must complete a multiple-page essay (see the essay requirements at the end of this document). If you elect to take this course as Pass/Fail, you do not have to write the essay, and you cannot count the course towards CSC 300-level elective credit (only towards general elective credit).

You may receive 1 academic credit hour for every 4 hours worked *per week*. You may earn a maximum of *8 academic credit hours* of internship in CSC 398. You can enroll for the maximum of 8 credit hours if you will work 32 hours per week during a quarter, or you can repeat this course until you reach the 8 credit hour limit. International Students must comply with federal regulations pertaining to employment when arranging for this class. (Please check with International Student Office for proper forms.)

Please note that this course does **NOT** satisfy the Liberal Studies Junior Year Experiential Learning requirement. There are other courses offered in CDM and within the university that satisfy this junior year requirement.

You may procure an internship position by either visiting the Career Center at DePaul and scanning their job books, or you may procure an internship position by your own means. Regardless, *all internship positions must be approved by CDM*. An acceptable internship position must be one in which you apply the computer skills learned throughout your CDM career. For example, acceptable positions might include programming, web page design and creation, and systems analysis and design. Unacceptable positions would include data entry, word processing, help desk staffing, and other administrative operations.

Please note that you cannot receive credit for CSC 398 retroactively (you cannot receive credit for previous work experience).

## **CSC 398 Internship --- Essay Requirements**

To receive a letter grade for CSC 398 Internship and to have it count for CSC 300-level elective, you must complete an essay by the end of the quarter in which you are interning. Your grade for the course will be based primarily upon the quality of the essay and secondarily on the evaluation that your supervisor submits at the end of the quarter.

To complete the essay, the following requirements must be met:

- Double spaced, 12 pt. font, standard 1 inch margins, word processed document
- Length of paper
  - If 1-4 credits of CSC 398, then 6 page essay
  - If 5-8 credits of CSC 398, then 8 page essay.
- Address the following questions:
  - Was the internship worthwhile?
  - Did you learn any new computer science skills?
  - Did you learn any new liberal studies skills?
  - What computer science skills learned at DePaul were most beneficial in your internship?
  - What liberal studies skills learned at DePaul were most beneficial in your internship?
  - Are there computer science skills you should have learned at DePaul that would have helped you on your internship?
  - What were your job duties?
  - Were your duties completed?
  - Were you a member of a team? If yes, did you encounter interaction problems? If no, why not?
  - Did you encounter any ethical problems or dilemmas?