**School of Computing Internship Guidelines and Procedures
Last Updated: November 1, 2020**

**Instructor**

The Director of the Gianforte School of Computing appoints a faculty member to oversee internships. In recent years, that faculty member has been Hunter Lloyd.

**Expected learning outcomes for all internships within the unit.**

* Apply software development fundamentals to produce computing-based solutions.
* Communicate effectively in a variety of professional contexts.
* Function effectively as a member or leader of a team engaged in activities appropriate to the computer science discipline.

**Expectations for pre- or post-internship training (if required).**

There are no expectations for pre or post internship training.

 **Expectations for minimum reporting requirements during the internship period.**

An internship student is expected to submit weekly reports that include hours worked, project contributions and concepts learned.

**Expectations for faculty instructor oversight of the internship.**

The faculty instructor in charge of the Internship class is responsible for reading and grading the weekly reports, collecting the end of semester supervisor evaluations and recording the final grades.

 **Any additional requirements of all internships in the unit.**

An end of semester supervisor evaluation is required for all internship students. The form is provided to the supervisor

 **Procedure for handling disputes that arise during the internship.**

Disputes are handled by the instructor of the internship class. If the instructor is unable to resolve the dispute, the Director of the Gianforte School of Computing is consulted.

**Procedure for determining the appropriate number of credits for internships.**

An internship student can earn between 1-3 credits per semester. A student can take the course a maximum of two times. The amount of credits is determined by how many hours the student works over the course of the semester.

* 1 credit: the student works at least 45 hours
* 2 credits: the student works at least 90 hours
* 3 credits: the student works at least 135 hours

Students receiving academic credit for an internship must register for credits during the academic term that the internship takes place.

**Description of how the internship will be credited in the unit’s program requirements (e.g., program elective, general elective, repeatability, maximum internship credits allowable, etc.).**

The Internship class can be taken for a maximum of 3 credits per semester and for a maximum of two semesters. Internship credits can be used as Directive Electives for Bachelor of Science Professional Option students. Internships can be used as section 3 “Additional Computer Science Electives” for Bachelor of Arts students. Internship credits do not fulfill any specific requirements for Bachelor of Science Interdisciplinary Option students. However, the credits might still be useful to help satisfy the MSU requirement of 42 upper division credits.