

Computer Science Internship Program Policy

Approved by department vote 2/25/2014

Effective from 2/25/2014

1. A student is limited to a maximum two, one-unit internship experiences in Computer Science during the completion of the requirements for the major. The first internship may fulfill the capstone requirement or one Computer Science option requirement. Only one Computer Science option course requirement may be met by internship credit. Multiple unit-internship experiences are not permitted by this course.
2. A student may not take a second internship experience with the same manager or continuing work on the same project as the first experience. In accordance with the college-wide policy on internships, any second experience must "apply essentially different knowledge, methods, skills, etc. (still program related) than those applied in the prior internship".
3. A student proposing to intern at a small or "start up" company must be able to confirm prior to approval of the internship proposal that appropriate professional oversight will be provided by an experienced, full-time, computing professional. All such proposals are subject to department approval. This information may be in the form of written confirmation or a discussion between the internship coordinator and the intended supervisor. Confirmation from human-resource personnel is not sufficient for this purpose.
4. A student working outside the TCNJ area (where TCNJ will not support an on-site visit by the internship coordinator) must facilitate a video-conference meeting attended by the student, the manager, and the coordinator in order to fulfill the on-site visit requirement.
5. Students who do not facilitate or complete each of the following deliverables for the experience will automatically fail the course:
 - End-of-experience report, following the capstone guidelines and policies.
 - An on-site visit (or video-conference where the face-to-face meeting is not feasible).
 - Presentation of the internship experience in poster form (this is required only for the first capstone experience).
 - The reflective essay (this is required only for the first capstone experience).

6. The pre-requirements for CSC 399 (Internship) are: completion of CSC 325, 335, 345 and 415. These courses are the recommended path in Computer Science to become an "upper level student", as required by the college-wide policy on internship requirements.

7. Each student must attend an internship overview presentation, provided by coordinator, once (at any time) prior to submitting an internship form.