CSE Internship Guidelines

CSE 484: Computer Science and Engineering Internship

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Catalog Description

CSE 484: Structured practical experience following a contract or plan, supervised by faculty and practitioners.

Course Mission

This course is designed to provide CSE undergraduate students an industrial internship experience in relevant industry and related sectors that (a) provides the intern direct exposure to real world professional activities, (b) enhances their personal and professional skills, and (c) increases the likelihood of professional employment opportunities in their major. In addition, students gain experience in resume development, how to prepare for and conduct themselves in a professional interview by company representatives, and are better prepared to enter their chosen profession. This course is designed to give CSE students a real world industrial design experience in computer science industries.

Eligibility

The following defines the requirements for the student and internship position.

The student must have

1. Earned a cumulative GPA (ASU + transfer) of 2.50.
2. Completed at least 21 hours of CSE classes applicable to his or her program with a major GPA of 3.00.
3. Complete CSE310 with a grade of ‘C’ or higher.
4. Completed with a grade of ‘C’ or higher or be concurrently enrolled in CSE360 Introduction to Software Engineering.
5. Applied for and been hired as an intern in an eligible position.
In addition,
1. Students may use only 3 hours of CSE484 credit toward their degree requirements.
2. Students may use a maximum of 6 credits of CSE 484, 499, 492 and 493 toward their degree program.
3. Students may not use both CSE 484 and FSE 301 toward their degree program.

The position must

1. Be directly related to computer science and engineering and require the background gained through CSE courses.
2. Provide the intern with appropriate learning experiences to enrich his or her overall education.
3. Be posted and/or advertised as an internship. Ongoing or permanent positions are not eligible.
4. Require the intern to work at least 280 hours per term (20 hours per week for 14 weeks during the fall or spring semesters or 35 hours per week during the 8 week summer session.
5. Have a designated supervisor/mentor who will provide feedback on the intern’s progress.

Application Process

The following application materials must be completed and submitted in advance of student registration.

1. Application for Department Internship – CSE484
2. Unofficial transcripts
3. Copy of position posting/advertisement
4. Letter from employer verifying the hiring of the intern and agreeing with the commitment of supervision tasks and the providing of feedback.

In addition, there must be on file a completed Affiliation Agreement with the Fulton Schools of Engineering. Contact Karen Kowal at Karen.Kowal@asu.edu for more information on this process.

Completion process:

A student will receive a grade (pass or fail) for CSE484 if the following are completed.

1. Semester report written by intern. The following as a minimum must be included.
   a. Overview of primary focus
   b. List of significant outcomes
   c. Description how the internship contributed to the learning experience
   d. Signature by student’s supervisor assuring accuracy and insuring no company-sensitive information is compromised.
2. Midterm feedback from intern’s supervisor describing student contributions, attendance and professionalism.
3. End of semester feedback from intern’s supervisor describing student contributions, attendance and professionalism.