



**Computer  
Science  
Internships @  
TCNJ**

# Background

- Experience
  - For credit: INTERNSHIP
  - Without credit: SUMMER JOB
- Pay in either case is optional

# Finding an internship

- Students are responsible for finding an internship
- Resources:
  - TCNJ Handshake
  - LinkedIn / Indeed / Monster / etc.
  - Department emails
  - Hackathons
  - Approach local companies
  - Submit resumes on company websites
  - Talk to other students, visit clubs (such as ACM), view student posters
  - Relatives, friends, networking

# CSC 399 as a Capstone / CS Option / Elective

- You can only enroll in CSC 399 a maximum of two times
  - A second internship at the same company will require working on a different project
- You can enroll in CSC 399 / 498 / 499 to satisfy the capstone requirement, a maximum of one CS option, or an elective.

# Internship Policies

1. Attend this talk
2. Successfully complete CSC 325, 335, 345, and 415 before enrolling
3. 200 hours minimum on-site or remote work
4. Work applies and/or extends CS coursework
5. Appropriate professional oversight / management
6. Completion of virtual (or on-site) visit
7. Deliverables
  1. Comprehensive report (20 page double spaced if capstone)
  2. Poster presentation (if capstone)
  3. Reflective essay (if capstone)

# The Process

- Find an internship
- Fill the online internship enrollment form, attach a one-page internship proposal, and a Capstone deliverables agreement (if applicable).  
Deadline for summer internships: May 15<sup>th</sup> (soft), May 31<sup>st</sup> (absolute)
- Form is approved by Internship Coordinator, CS department chair, Associate Dean of the School of Science, and then is forwarded to Records & Registration. May take a few weeks before being enrolled.

# Site visit

- Before accepting an internship for CSC 399 credit, you must inquire whether your manager/supervisor can participate in a virtual meeting regarding your progress.
- Takes place midway through the internship (end of June / beginning of July for summer internships)
- Further instructions will be sent by email after you start your internship. Before the meeting you submit a one-page update. The meeting typically takes less than an hour; I discuss separately with your supervisor and you.
- Failure to conduct a visit results in a failing grade.

# Evaluation

- Your grade depends on submitting materials on time, following instructions, performing modifications to your deliverables when requested, being professional and ethical during your internship.
- Upon completion of your internship, your supervisor will receive a survey which they have to complete or decline. In either case, a response is needed for you to pass the course.
- Fulfillment of the virtual visit.
- Quality of deliverables



# When to take CSC 399

- CSC 399 is available in the summer, fall, winter, and spring.
- In the summer
  - Either: You register in the summer
    - Deliverables are due before first day of classes in the fall
    - You receive an incomplete grade until you present at the end of the fall semester
  - Or: You register in the fall
    - Deliverables are due before first day of classes in the fall
    - Deliverables are reviewed by mid-October, you may be requested to perform modifications
    - You present at the end of the fall semester

# Final Thoughts

- Think about logistics, do not wait until the last minute
- You always have the option to fulfill your capstone with mentored research
- During your internship act professionally; you represent TCNJ and our program
- Aim high, start your career, and have fun!