

Computer Science Department FIELD WORK GUIDELINES

STUDENT: KEEP THIS
FOR YOUR REFERENCE

Note: You must submit your report and supervisor's evaluation for one semester before registering for another.

Qualifying Requirements for Undergraduate Level (CSC 195)

The following types of work qualify:

- Programming work that includes programming analysis, implementation and testing through acceptance.
- Systems analysis, design and development.
- Internship programs with specific learning objectives identified in a computer-related area, subject to approval by the department.
- Participation in a cooperative education program approved by the department.

In general, activities that qualify for credit must 1) contribute significantly to the learning experience, and 2) add to the body of knowledge in computer science that the student already has.

*The following types of computer-related work do **NOT** qualify for credit:*

- Simple coding, such as conversion of a flowchart to lines of code
- Data entry
- Programming trainee
- Computer operator
- Computer sales
- Machine repair
- Use of pre-packaged software, such as a database management system
- Word processing

Qualifying Requirements for Graduate Level (CSC 295)

Most graduate students in computer science are gainfully employed in the field. To qualify for field work credit, the following guidelines must be strictly followed.

- CSC 295 credit is only granted to the student performing work deemed equivalent to the graduate level learning experience.
- The student must have completed the M.S. admission requirements.
- The student must show the relevance of the work experience to his/her graduate program.
- Teaching a computer-related course does **NOT** qualify for credit.
- If the student wishes to apply the units towards the 30-unit requirement of the Master's degree program, a proposal must be submitted to the graduate committee for approval.

Co-op Information (EEE 195A)

If you are interested in the Co-op, please contact ECS Career Services for instructions. They are located in Santa Clara Hall 1204. The Computer Science Department cannot enroll students into 195A.

Purpose of Internship

The Computer Science Department recognizes the value of on-the-job experience by granting college credit to students holding paid technical jobs with significant computer science content.

Units Granted

<u>Total Hours Worked per Semester</u>	<u>Units Granted</u>
240	1
360	2
480	3

Restrictions

Undergraduates may receive a maximum of 6 units of 195 credit. Graduate students are limited to 3 units of CSC 295 and CSC 299. **NO** credit can be given for work already completed.

Registration

1. It is the student's responsibility to obtain a job. However, many job announcements can be found at the College of Engineering and Computer Science's career website: <http://career.ecs.csus.edu/>.
2. It is the student's responsibility to sign up for CSC 195 or 295 by submitting the completed "Student Internship Registration Form" and "Student Learning Agreement" with attached offer letter to the Department.
 - a. The attached offer letter should be on letterhead from your company, signed by your supervisor, and **MUST** include the following information or your registration will not be approved:
 - i. Dates of employment range that coincides with the start/end dates of the semester
 - ii. Approximate number of hours a week you will be working
 - iii. Pay rate
 - iv. Description of job duties that will be performed

Receiving Credit

Credit will be granted after successful completion of the work. The student must submit:

1. A report explaining what was learned from the experience in accordance with the specified guidelines (see "Student Internship Report");
2. An assessment of the internship (see "Assessment of Academic Internship");
3. The supervisor's evaluation of the student's work (see "Supervisor Evaluation of Internship").

The student must submit the above to the department by the last day of final exam week in order to receive credit by the time grades are posted.