



Computer Science or Information Technology Majors Internships for Credit

It is possible to complete up to two internships for credits, which are courses CSC280 and CSC380. Each of these can be 1 to 6 credits, depending on the number of hours you will work (80 hours = 1 credit).

These courses, CSC280 and CSC380, can ONLY be used in the free electives area of the checksheet. They do NOT count as CSC electives in the major program.

Internship for Credit Requirements:

- Complete an internship form, which can be picked up in the department office (Old Main 256). The form must be signed by your faculty advisor and department chair, then returned to the department office. The Department Secretary will secure the Dean's signature on the form. After all approvals are completed, the internship will be added to your schedule by the Registrar's Office.
- Identify a faculty advisor for the internship from the CS&IT Department.
- Keep your faculty advisor informed about your work during the internship, possibly by sending a weekly email update.
- The company where you will be interning must have an internship agreement with Kutztown University. This can be verified by your faculty advisor via the faculty advisor web page (<https://www.kutztown.edu/academics/internships/faculty-advisors.htm>). If the company does not currently have an internship agreement with KU, then additional paperwork must be completed.

At the completion of the internship, you are required to:

- Write a 6-8 page paper explaining what you did (overview), what you learned, how you benefited and how you helped the company. This paper will be submitted and reviewed by your faculty advisor.
- Your supervisor must complete an evaluation form, which will be provided to you by your faculty advisor.

Information about an internship for credit can be found at <https://www.kutztown.edu/academics/internships.htm>.

For additional information, contact the department office.

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Old Main 256

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