

SOUTHWEST MINNESOTA STATE UNIVERSITY

Department of Mathematics and Computer Science

Internship Experience

Policies and Procedures

Student Responsibilities

To apply for internship credit for MATH 499 or COMP 499 the student must:

1. Have completed enough credits to be classified as a Junior by the beginning of his / her internship.
2. Find an organization that will offer him or her on-the-job training in the application of your Mathematics or Computer Science major.
3. Find a supervisor within the organization.
4. Download and complete the Internship Proposal Form with the help of his or her supervisor.
5. Submit this Internship Proposal Form, a copy of his or her DARS, and any supporting documents to the Chair of the Mathematics and Computer Science Department for approval.

If approved:

1. Enroll in MATH 499 or COMP 499 no later than the semester following the end date of the internship.
2. Perform the duties detailed in his or her project proposal.
3. Ask his or her supervisor fill out the Supervisor's Evaluation Form.
4. Write a report detailing the project and his or her experience.
5. Give a fifteen-minute presentation to the Department on his or her internship experience.

Supervisor Responsibilities

1. Assist the student in completing the Internship Proposal Form.
2. Monitor the student during his or her internship.
3. Complete and submit the Supervisor's Evaluation form.

Grading

Grades will be determined based on the student's presentation and paper, and the supervisor's evaluation, with the following weights.

Evaluation.....	40%
Paper.....	40%
Presentation	20%

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Department of Mathematics and Computer Science
Internship Experience
Application

Your Name _____ Mustang ID _____

For which internship are you applying? MATH 499 COMP 499 Number of credits requested _____

One credit of COMP 499 may be counted as COMP 493. Do you wish apply for this? Yes No

Organization offering your internship _____

Title of project _____

Beginning date of the internship project _____ Ending date _____

Average number of hours per week you will be working on this project. _____

Is this a paid internship? Yes No If yes, what is the pay rate? _____

Supervisor's name _____ Title _____

Supervisor's address _____ Phone _____

Supervisor's e-mail _____

On separate paper create your proposal describing the project you will accomplish during the internship period.

1. Explain how you will benefit academically from this project.
2. Explain why the number of credits you are requesting is appropriate. (Typically, three credits would be appropriate for working full time for a summer.)
3. If you are applying to also count 1 credit of COMP 499 for COMP 493, you must provide justification that your project is at the level of a senior capstone project.

Turn this form, your proposal, and a copy of your current DARS to the Chair of the Mathematics and Computer Science Department.

Supervisor's Signature _____ Date _____

Your signature _____ Date _____

Department Chair _____ Date _____

SOUTHWEST MINNESOTA STATE UNIVERSITY
Department of Mathematics and Computer Science
Internship Experience
Supervisor's Evaluation

Name of Student Intern _____

Employer _____

Supervisor _____

I certify that this student worked the terms and conditions previously agreed to.

Supervisor's Signature: _____

Instructions: Based on his or her performance during the internship, evaluate the student on the listed qualities using the following scores.

4 = Excellent 3 = Above Average 2 = Average 1 = Below Average 0 = Failing

Quality of Work	_____
Communication Skills	_____
Ability to Work with Others	_____
Dependability	_____
Professionalism	_____
Ability to Learn	_____
Attitude	_____
Academic Preparation	_____
Overall performance	_____

If the opportunity arose, would you hire this student? Yes No

Comments:

After completing this form, please mail, e-mail or fax to:

Daniel J. Kaiser
Chairperson, Department Mathematics and Computer Science
Southwest Minnesota State University
Marshall, MN 56258

DKaiser@SMSU.edu

Fax: 507-537-6151