

Butler University Computer Science and Software Engineering Internships

An internship is a temporary employment where your duties and responsibilities are directly related to your major field of study.

Our department offers two courses for earning credit for internships: CS411 for general computer science internship credit, and SE411 for software engineering internships. The following table describes the requirements and process for selecting and completing an internship.

Internships are usually either 10-20 hours per week during the Fall or Spring semester, or full-time for the summer. Summer internships do not have to be done locally.

Computer science & software engineering interns are normally paid, but this is not required. Some students choose to do an internship in another country, and in this case payment is not normally possible due to visa restrictions.

	CS411	SE411
Eligibility Requirements	junior or senior standing, or permission of the department	SE461 and either SE462 or CS383 or CS382, or permission of the department
How to begin the course	<ul style="list-style-type: none"> • Obtain an internship with a company. • Give your faculty supervisor a brief project description, the name of your direct supervisor for the project, and a timeline. Please give your faculty advisor a hard copy or PDF. • Fill out the required LAS and University paperwork. See below for details. 	
Eligible Companies	any company with staff dedicated to computing	any company with staff dedicated to software development
Eligible Projects	any project requiring a computer science background	any project directly related to software development
Evaluation (grades)	<ul style="list-style-type: none"> • About half-way through the internship, submit a status report to your faculty advisor. • At the end, write a submit a final report on the internship. In the report, discuss what you did for the project, how it went, and what you learned. Please include non-computer science, non-technical learning in addition to any languages or techniques you may have learned. Your internship supervisor (an employee of the company) should make a few comments on your report, and you both should sign and date this report. The report is normally due to your faculty advisor on the last day of regular classes for that semester. 	

	<ul style="list-style-type: none"> Also give a brief oral report (which normally overlaps with the written report) to your faculty advisor by the end of the semester. 	
	<p>Although not required, we ask that you share your experiences with the department as a whole through a Monday pizza lunch.</p>	<p>A professional final departmental presentation is required; your faculty advisor will help arrange this.</p>

Paperwork

Your paperwork consists of the following four documents. Please complete them as indicated, and give hard copies and/or scanned PDFs to your faculty advisor at the beginning of the semester. The faculty advisor will sign these forms and submit them to the LAS Dean's office on your behalf.

- *LAS Academic Internship Contract*. Fill in the boxes on the top half of the form and sign. Do not fill in the project description, other academic requirements, or final portfolio boxes.
- *Butler University Student Internship Agreement Form*. Fill in everything except for the Learning Objectives, Learning Tasks & Strategies, and Evaluation & Learning Outcomes. Note that this document requires your internship supervisor's signature as the "Experience Sponsor" after the General Release.
- A copy of *this document*. It serves as a substitute for some of the information omitted above.
- A copy of your project description and timeline that was submitted to your faculty advisor.

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