

Welcome to CS 398 Internship Class,

An Academic Internship is a planned and supervised practical experience in a vocational or educational setting. Interns acquire practical skills while applying classroom theory and principles.

## Prerequisites

- [CS 308](#) - Technical Communication (3)
  - The internship should fit nicely into your off-track semester after taking CS 308. Start applying after the end of your sophomore year, or during CS 308. Fall job fair are typically looking for internship for the next year's summer.

## Requirements

- **Be full time for a semester.** It does not matter if your internship fits exactly over a semester, but it does matter that you do 500 hours over the course of your internship.
  - **12-14 weeks** at 35-40 hours a week
- **Be similar to your target job.** Think about the job you want upon graduation. Your internship should be as similar to that job as possible. Must be related to your major.
- **Be a new position for you.** You must learn something new; your existing job does not count.
- **Have a mentor.** Your boss should be more knowledgeable about your job than you.
- **Be face-to-face.** No direct sales companies, work from home or home offices

See below for more information.

## Objectives

Imagine you are a month from graduation and are finally getting around to looking for a full-time position. You send a couple resumes but get no responses. You send a few more and get only one interview. This interview does not go as planned. Finally, a few months after graduation, a company makes you an offer. You are relieved! Unfortunately, you quickly discover that this is not the role within the company that suits your talents the best and the company itself does not particularly interest you. To make matters worse, you make a few newbie mistakes adjusting from academic life to the workplace. As you reflect on this purpose, you wish you had a chance to hit the “reset” button and do it all again with the benefit of your new knowledge. This is essentially what the internship experiences is meant to accomplish.

The purpose of the internship is to give you a “dress rehearsal” for a full time job. This will show you:

- **How to find a job?** You will go through exactly the same process looking for an internship as you will be looking for a full-time position. You will learn how to find job listings, work connections, create a resume to best represent what is unique about you, conduct an interview, and accept a position. Sure you will not get it right the first time, but hopefully you will when it really matters (finding a full-time position).
- **How to adjust to the workplace?** You will get exposed to office politics, working with others, and getting the most of your worker-manager relationship. You will figure out how to work in one place for eight to ten hours a day and how to work on the same project for hundreds of hours. You will learn to cope with being overwhelmed with the things you do not know and learn how to get traction so you can be productive.
- **What you still need to learn?** Your strengths and weaknesses as a software engineer will become very apparent to you as you apply what you learned to a real-world task. Take careful stock of what skills you need to acquire to be successful in the workplace. When you finish the internship and come back to school, make sure you acquire those skills so you can be as effective as possible when you accept a full-time position.
- **What you want to do with your career?** Ideally your internship should be as closely aligned with your target position upon graduation. This includes the role you play (developer, tester, program manager, etc.), the technology you use (web, mobile, desktop, etc.), the industry of the company (e-commerce, games, industrial, productivity, etc.), and the type of company (large/small, formal/informal, start-up/established, etc.). When you are finished with your internship, you should have a much better idea of where you want your career to go.

Ultimately, it is up to you what you get out of your internship. While it is typically only a single credit, your internship is perhaps the most important component of your academic experience at BYU-Idaho.

## Finding an Internship

You are responsible for finding your own internship. The Academic Discovery Center has many resources to help you with this process, but ultimately it is up to you. You should think about throwing up to a hundred resumes. Plan on a couple dozen phone interviews. You will probably do a half dozen fly-out or final interviews. Do not get discouraged when you do not get accepted for a job; it is difficult for the employer to find a good fit for their position and it is difficult for you to find a good fit for your skills and interests.

For a job to count as an internship, it must meet the following requirements:

- **Be full time for a semester.** It does not matter if your internship fits exactly over a semester, but it does matter that you do 500 hours over the course of your internship.
- **Be similar to your target job.** Think about the job you want upon graduation. Your internship should be as similar to that job as possible.
- **Be a new position for you.** You must learn something new; your existing job does not count.
- **Have a mentor.** Your boss should be more knowledgeable about your job than you.
- **Be face-to-face.** No direct sales companies, work from home or home offices.

Once you have done these things, you will need to get your internship approved:

1. Go to the Academic Discovery Center site: <http://www.byui.edu/internships/internship-approval> .
2. Fill out the questionnaire that details the job you found. You will be asked to specify the number of credits you want. Choose 1 because only 1 is required for graduation and each extra credit will put you closer to the 140 credit limit. Choose 4 because you tend to get an 'A' on your internship and it will boost your GPA.
3. Br Clements will either approve it or contact you for clarification. Please make yourself available to answer any questions that may come up.
4. After your internship has been approved, you can register for CS 398.

If you feel you have “significant industry experience” in a related field, your internship could be waived. Please contact [ClementsW@byui.edu](mailto:ClementsW@byui.edu) if you think this applies to your situation.

## Timing

It would be ideal if your internship fit nicely into your off-track semester. Unfortunately, this is not always the case. You should start applying for internships at the end of your sophomore year as you are taking CS 308 (Technical Communication). If you receive an acceptable offer, take it regardless of the timing. It is much easier to differ a semester than to find an internship that fits nicely into your schedule. Remember, however, that CS 308 is a prerequisite; you cannot take CS 398 without first completing CS 308.

If your internship job spans two semesters (say February through May), then you can register for CS 398 in either semester. That being said, most students register for the semester in which they spend the most time.

It is common for students to serve more than one internship. If you accept one before you have completed CS 308, then that is called a summer job and cannot count for CS 398. If you accept one after having completed CS 398, you have a choice: you could sign up for CS 398 for credit, or you could just work the internship without getting school credit. Remember, the main benefit of an internship is the learning you receive and the experiences you are able to relate on your resume. School credit is a secondary consideration.

## Tips for a Successful Internship

The following tips (the 5 B's) have been passed down by those who went before you.

- **Be friendly.** Manage your relations with every one of your co-workers very carefully. Treat everyone with respect and make them feel like you value their opinions. Networking is an important part of the internship experience; try to leave a positive impression on everyone you meet.
- **Be cautious with e-mail.** Re-read every email you send. Check for the tone. Is the recipient likely to take the message the way you intended? Can anyone be offended by what you say? Does it appear professional?
- **Be courageous.** Do not be afraid to try hard things or to “put yourself out there.” Several people report how they wish they asked to participate in something or had the courage to try something. They feel their lack of courage cost them opportunity.
- **Be deliberate.** It takes a long time to establish a reputation and only a single careless moment to destroy it. On a test in school, if you don't know an answer you “wing it.” Do not do that in the workplace! If you don't know an answer, be clear on that point.
- **Be patient.** It will take almost week to get your computer set up and hooked into the project, and another couple weeks to learn the technology. This is par for the course! Find ways to be productive even when you are waiting to be set up. Talk with people, shadow co-workers, attend meetings, and read documentation.

One final thought: seek out internships missionaries! In many areas, there are service missionaries whose entire job is to find affordable housing for BYU-Idaho interns. Look for them!

## Waiving an Internship

The point of an internship is to give students a taste of what the workplace is like so they can prepare themselves for a career and know what company/role they wish to work in. Some “non-traditional” students do not need this experience because they are already mid-way through their career. If you have worked “several” years in a position similar to the career you hope to enter when you graduate, then you might be a candidate to have your internship waived. Specifically:

- If a student has more than a year of full-time work experience in the field, then that experience may count as an internship. This experience must be “just like” the career path the student wishes to pursue upon graduation.
- If a student would experience “significant economic hardship” to take the internship, then we may waive the requirement. Relocating, being away from your family for 3 months, or delaying graduation by up to a year does not automatically qualify as “significant economic hardship.” However, a non-traditional student supporting a family who would have to quit their current job might qualify.

Please contact Br. Clements if you feel either of these cases applies to you.

## Assessment

In an effort to help you get the most out of your internship, the following will be asked of you:

### Semester Weekly Discussions

Each week you will participate in a discussion topic via iLearn course. Each topic is meant for you find out information about your company and share it with your classmates. This will help facilitate collaboration of ideas relating to jobs. Helping develop good questions to ask in the interview process, career development paths, and general vision of where you want to go as a professional.

Being in communication with your manager or mentor is vital for the success of this portion of the class, and your grade will depend on it.

Your discussion participation will be worth 60% of your grade.

You will be graded on:

- **Diligence:** Weekly participation and replies to your classmates
- **Detail:** Abundant evidence of introspection and many events are described in detail.

All submission will be done via iLearn Discussion board.

Topics may include (subject to change):

- Resume Improvement
- Hiring Process
- Company Benefits
- Company Mission Statement & Culture
- Company Policies and Procedures: Innovations, Projects, Ideas
- Management vs Leadership
- Company Career Paths/Skills
- Promotions: Goals/Yearly Appraisals
- Networking
- Subfields
- Tech Skills
- Technology Freshness: Training/Seminars/Conferences
- Software Project Technologies
- Software Methodologies

## Report

This week you are completing the Internship Report. This report is a summary of your work experience.

Create a report summarizing your work experience.

This should not be a rehashing of the discussion (though you may wish to cite events in the discussion).

Audience: Ether imagine writing to the department or imagine having a younger sibling following in your footsteps, in many ways, this report should be written to him/her.

It should address these questions:

- How did my time at BYU-Idaho prepare me for this internship? Be as specific as possible.
- What do I wish I had learned in school before my internship?
- How could I have done the internship itself better? Are there any mistakes that I would avoid?
- Is there another role or company that I would prefer to work for as a full-time position?
- What will I do when I return to school to prepare myself for a full-time position?
- Imagine having a younger sibling following in your footsteps. In many ways, this report should be written to him/her.
- What other topics do you think should be discussed as part of the internship class?
- CS 398 Feedback:
  - Start: What other topics do you think should be discussed as part of the internship class?
  - Stop: What topics or assignments are of no use to you? Why?
  - Continue: What was your favorite topic/assignment? Why?

You will be graded on:

- **Writing.** The document is an “easy and enjoyable” read.
- **5 Questions:** The degree in which the five above questions are answered. Evidence of reflection will be the most important factor here.

The report will be submitted via the dropbox.

See [Career Services Guidelines](#) for further information, section 25.

## Revision History

Version	Comments
1812	Updated Intro Updated Report Added History