CSE Major Potential Interns,

This document outlines major questions that students have had about Computer Science and Software Engineering Majors' Internship, mainly CSE 398. The document is outlined as follows for easier navigation:

- Getting the Job
- Related to the Job
- Fulfilling the requirements
- Waiving the class
- Continuing Student Deferment
- International Concerns
- Other Questions

Before getting started, please take a look at BYU-I Career Services Guidelines. If there is a conflict between this document and the guidelines, please let me know.

Thanks,

Brother Clements
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Getting the Job

What is the process to register for a class?

1. Have an internship job in hand
2. Fill out the internship request form on iPlan
3. Getting Internship approved
    - Once the request form is submitted, then a master agreement is sent directly to the employer's email that the student provided in the request form. The employer needs to sign the Master Agreement and send it back to the school. (If the employer has already worked with a BYU-Idaho student before, the employer will not have to sign the master agreement again.)
    - Also, the faculty coordinator needs to review the Internship and either deny or approve the Internship. If denied, modifications will be asked; complete them and submit them again.
4. You can register when the request has been approved.
5. If they are approved, then they can register for the course or when the registration opens. If they are denied, they fix the problem and try again.
6. Class shows up in canvas

How do I get an internship?

- It is your responsibility to apply to companies to find an internship. The school or department is not responsible for finding an internship. We will not waive the class if you have procrastinated for graduation to work on your Internship. Nor will we waive the class if you cannot find an internship. There are plenty of S/W Programming, S/W Engineering, S/W Testing, and S/W Quality Assurance jobs out there.
- If you have trouble finding an internship, please stop by or see the CSEE iLearn course. I have contacts looking, and you can contact them for internships to help narrow the search.
- Most companies want their interns to return to college after catching up on skills/classes they lack. Please consider the advice of getting your Internship your Junior year.

How do I register for the class?

- Make sure you have complete CSE 310.
- Get an internship job.
- Complete Approval Form on I-Plan
  - You can put 1-4 credits in the plan. Or when you register. Depending on your situation, you can put in 1 credit and save the other 3 for elective or transfer class. Or put all 4. The object is for you to graduate with 120 credits.
    - We highly recommend that you put in 1 credit.

    - The **maximum credits you can use toward your degree are six total from** 398 and 498R. So, plan accordingly
    - . See Career Services Guidelines see section 6.
  - Once the form is filled out, an email will go to your manager to be signed and acceptance of the Master Internship Agreement
  - It will also go to the Faculty Coordinator, that me, and I will review it for our requirements, mainly I am looking for 400-500 hours and related to the field of Computer Science and Software Engineering.
- Once approved, Career Services will then let you register for the course.

What jobs qualify for the internship class?

- Those that are directly related to your major. Here a few examples of software engineering, computer programming, computer science job titles that you can use in your job search:
  - **Front-End Applications**: Project can be developed on any platform: PC, Mac, Web, Mobile, GUI, etc.
  - **Language**: You can research or create a new language or analysis old.
  - **Requirements/Design**: This should be a customer-driven project.
  - **Patterns**: Understanding design patterns, anti-patterns, structures
  - **Back-End applications**: Highly robust applications require back-end work, including servers, hardware, architecture, distributed systems.
  - **Database**: Uses of databases from flat files to DB management system, and DB modeling & structuring.
  - **Security**: Information, Technology, and Programming security
  - **AI, Machine Learning, Data Mining**: Data manipulation and presentation
  - **Configuration/Document Management**: Control of software & project deliveries, evidence, and data.
  - **Testing**: Plan, data, scope, and types of testing from unit to regression to factory and delivery.
  - **Quality Assurance**: Providing a valid, certified, expected product to a customer
  - **Project Management**: Organizing people, resources, time, and budget.

- o **Software Maintenance**: "Do no harm," archeologist
- o **Research & Development**: New ways of doing stuff, ideas, collaboration
- o **Education**: How to teach & learn programming NOTE: A job title is not what we are looking for but will count the job based on its responsibilities. Too many times, I have seen responsibilities not match the job title.
- The number of hours also count. We are shooting for 500 hours, that is the target. That is about 40 hrs a week for 13 weeks. Some companies don't have programs at that level; that is ok.

What jobs do not qualify?

- We are looking for you to get into a job that will provide the best situation to get real-life experience in a professional environment outside of academia.
- The number one question is TA job quality, and the answer is no, for two reasons. The university does not allow more than 20 hrs. A week, so not enough hours. The second is that it is not sufficient to satisfy the professional experience outside of academia.
- Will a 3rd party training program work as an internship? No. Again, the professional environment outside of academia. You have already paid your tuition; why pay additional funds for another class.

Does a full-time job count? For example, instead of an internship, I got a full-time job.

- Yes, yes, it does. The point was to have experience before you graduate, but if you get a job, say waiting to the end of your degree, sure you can register for the class and start using 3-4 months of your full-time job as part of the class. It is still part of graduation requirements, so you will not have your degree yet, so that you will have to work that out with your employer.

Can I get a telecommuting job?

- Yes, **except it needs to be pre-approved** by the Internship Coordinator. A remote job is very common in our field of work. Critical elements in the internship experience should include immediate supervision and mentorship in a recognized business office, with regular in-person communication and feedback, which typically are not attained from this type of experience. If you can provide enough information to accomplish the critical elements, it can be approved.

Related to Field

What jobs don't qualify for the internship class?

- See Career Services Guidelines for further information, section 12-23, namely these will not be approved:
  - On-Campus (without prior discussion)
  - Summer Session (Aug), unless overlapped with Spring or Fall semester)
  - Commission sales
  - Door-to-Door/Direct sales
  - Call-Center
  - ~~Telecommuting, work-from-home, internet research-based~~
    - Due to our career's nature, and due to COVID-19, we are accepting remote internships as jobs.
- The biggest approval problems we have faced are students picking jobs that do not relate to their major. The job related to your degree is a careful line that we must meet. The Internship shall be related to your major and not any other majors. Which means we must draw a line. The Internship can be related to CIT, EE, Math as the job's major job responsibilities, but must have at least a programming element. Meaning you can be hired as an Information Technologist and be doing some programming or aspect of software engineering.
  - NOTE: A job title is not what we are looking at but will count the job based on its responsibilities. Too many times, I have seen responsibilities not match the job title.

I cannot afford to be an intern; they do not pay interns.

- Individuals with computer skills in our field should be expected to be paid. The demand is too high. Please do not accept an internship that is not paid. You do work; you should be paid for it. Any company that is not paying their interns are not expecting them to come back, or have not thought about future employment opportunities. Most non-paid internships make great Sr. Projects.
- If you find a job that you really want and is not paid, there is a financial aid process available.
  - Internship Scholarship

What if I already had an internship last summer?

- If you have not taken CSE 310 or CS 308, your experience does not count.
- See Career Services Guidelines for further information, section 18.
- Do not despair; it is a great thing to have on your resume and will get your foot in the door a lot faster for the second Internship.

Can I register for an internship class before I have taken CSE 310?

- No. We would like you to have the proper technical oral, and writing skill required to work in the professional arena.

Can I register for an internship class as I am taking CSE 310?

- Yes, if you are currently taking CSE 310, you can register for CSE 398 the next semester.
- Yes, if your Internship starts before the start of the next semester.

Can I get CSE 308 prerequisite overridden, so I can get my Internship earlier?

- Yes, suppose you can show or make a case through experience (technical writing examples or professional background). In that case, classes are taken (ENG 321, or equivalent), or approval from your manager/lead that you have the skills to work in the professional arena. This will only work for this class; you still need to take it for other classes' prerequisites.

What if I want to have an internship that is common to CS/CS but related to CIT, EE, Math, or some other field and is something I want to try out to see if it is a dual skill I would like to develop?

- Since CIT, EE, Math are very interrelated and developing a board skillset is our goal, getting approved for this is no problem, you need to explain your goals, and how it relates to your field of study.
- It is much easier to justify approval if at least a few qualities of CS/SW Engr are present in the job responsibilities.

What if I cannot find an internship?

- We will need evidence that you put in a significant effort and due diligence. You will need to provide a record of at least 100 applied jobs and 20 good companies you applied for within a semester and get rejection letters. This is the same requirement that the unemployment office will require from you. Reasonable does not include the top 100 companies, locations outside your normal work area job posts. For example, this does not count,
  - "I applied for Google, Blizzard, Apple, and Forbes my sophomore year and got rejected, and a job in Europe (See Career Services Guidelines for further information, section 15), and the cool "work from home" job and all got rejected."

What if it is my last semester, and I am scheduled to graduate and still haven't gotten an internship?

- Your last semester is the semester that you complete all of your course work, including your Internship. Your lack of planning is not a cause for the program to change.

How do I register for an Internship Class?

- First, you need to register with iPath, for the class
- http://www.byui.edu/internships/internship-approval

- Remember, you need to have found an internship during the semester that has at least 500 hours.
  - o If the class is finishing before the internship job finishes, that is ok; we do not count the hours during the class; it is just a qualifier, and we agreed that those hours would be fulfilled. No other hourly reporting will be required.

What if I have found an Internship, and halfway through, found a better one; can I switch?

- Yes, The CSE Department has no problem if it still fulfills the requirements (500 hrs.-current internship hours, related to field).
- BYU Internship & Career Service does not either, but you will have to contact them to have your agreement paperwork contact information updated/changed.

Full filling the Requirements

I have been working at a job part-time for the last six months to a year, can that count toward my Internship 500 hours?

- See Career Services Guidelines for further information, section 8, and our requirement is a minimum of 500 hours.
- See Career Services Guidelines for further information, section 12-16.
- Before answering this question, we want to encourage that you take the opportunity to find as many different employment opportunities as possible. Looking back, many professions wish they had taken the opportunities of internships when they had a chance. Many large companies have specific internship tracks that give you the advantage of getting in the door over graduates.
- Yes, if you are still working at the job while you are taking CSE 398. The internship class can span more than the semester, as in previous work from the same job can count toward the 500 hours.

Does my job at the school count?

- No, See Career Services Guidelines for further information, section 16. If you have received special approval, then it will be approved.

Can I take CSE 398 Internship during the six-week Summer Session?

- No, again, the 500 hours (12-14 weeks @ 35-40 hours/week). Six weeks does not equal 500 hours, nor is it offered. See Career Services Guidelines for further information, section 17).
- CSE 398 Internship class is not offered during the 6-week Summer session. It is offered during Fall, Winter, and Spring. CSE 498R is offered all semesters and Summer block, and please see CSE 498R Section.
- If your Internship starts right after the Spring semester, goes through the summer into Fall, or any overlap therein, please register for the Fall Semester Internship.
- See Career Services Guidelines for further information, section 9

Can I split my Internship over two 6-wk Summer Sessions?

- Yes, We currently do not have a CSE 398 part A and part B. We will allow you to take CSE 498 Internship 2 during the first session for one credit. For the second year, we will allow you to take CSE 398 during the block and count CSE 498 as your previous hours for the class.
- Yes, if you work with the Internship Coordinator.

What if my Internship is longer than a semester?

What if my Internship overlaps a semester?

- If your Internship overlaps or is larger than a semester, if it still meets the requirements of 500 hours, please take the Internship class the overlaps most of your Internship.
    - For example, my Internship starts right after Thanksgiving, part-time, and I start full time during the first three months of the new year, then you can count all those hours for the Winter Semester Internship class.
    - For example, my internship ship is six months whatever semester that fits inside those six semesters will work.
- See Career Services Guidelines for further information, section 9
    - If your Internship extends beyond a given semester and you will have six weeks to complete the course, you will receive a grade T, and once the work is complete, a grade change will be filed, updating it to work completed.

What if I got my Internship halfway through the semester? Can I still register for this semester?

- Yes, BYU-Idaho will allow you to register up to the 1st weeks of 2nd block, week 9, for a semester.
- See Career Services Guidelines for further information, section 9
    - If your Internship extends beyond a given semester and you need time to complete the course, you will receive a grade T, and once the work is complete, a grade change will be filed, updating it to work completed.

What if I have two internships that are less than 500 hours, but together they are more than 500 hours?

- If you manage to get two Internships that are back to back, then yes, it will count.
- If there is more than a semester-long gap between semesters, then no. Since you have to take an online course with the class that is semester-long, it might be difficult to determine when to take it.

Does it have to be exactly 500 hours? What is the margin?

- The goal and targets are about 500 hours. Is it completely possible to hit 500 exactly? No. That is why I have specified 12-14 weeks at 35-40 hours a week.
- The minimum is around 400 hours, and there is no maximum, but the ideal is around 600 hours.
- General Rule: If you have a job, we are willing to work with the company.

I have finished all my classes except for the Internship; however, I have a full-time job. Can I get the class waived?

- No, you can't waive the class. You will have to treat the first three months of your jobs as your Internship. You will still have to register for the class and complete it to finish your graduation requirements.

Do we need to take CS398 simultaneously we are doing the Internship, or can the Internship be done before and then take CS398?

- You can only take the class while you are doing your Internship. Not before, and per BYU-Idaho Polices, see Career Services Guidelines for further information, section 18. (see also waiving the class)
- The academic class requires you to participate with the company and management. It is hard and impossible to complete the class without actually being at the job.

Will my financial aid be affected if my Internship is between semesters or longer than six months.?

- Please contact registration and financial aid services on how to handle that.

Waiving the Class

- Important Note: We will no longer be waiving CSE 398 Internship class, instead will substitute it with ECEN 490 Special Topics class.
- **Alternate Options to Internship**: We have an alternate class you can take instead of the Internship class. This class is only for special circumstances, students who have already established professions with one plus years (or cumulative 2000+ hours) of experience or under significant financial obligations/hardship that you cannot move or obtain another job. In that case, you will need to take this course. Students that procrastinated until the end of their academic career will need to prove evidence of due diligence in finding a job (records of three resume reviews, applied to 100 different paid jobs and 20 companies, and 20 unpaid jobs). Then the student is considered entrance into class on a case-by-case basis. History has shown that students will find internships around the 25th job (+/- 20) and the 75th (+/- 20) application, and most companies take 1-4 months to hire. So, **keep records of your job applications over a 4-6-month window.** The class has two parts, a Sponsored project (you must find) at the scale of a Sr. Project and career preparedness course work. The course is much more than a Sr. Project and emphasizes different career preparation elements and cannot be substituted by or for CS 499. Contact me for specifics, updated information, and approval for the class.

I have had an internship in the past but didn't register for the class. Can I waive the class?
I have transferred from another college and did an internship for them?

- The first response would be No, you can't get credit, according to Career Services Guidelines BYU-I Internship policy, section 18; the experience cannot be registered after the fact as a credited internship course.
- We will substitute CSE 398 with ECEN 490.

I have applied to "over 100 internship jobs," and I have not heard back or have been rejected by all of them, and this is preventing me from graduating?

- Please contact me about how to get into the Alternate Plan class. Include in your email the spreadsheet of 120 internship jobs and your current resume.
- If you have waited until the last weeks of your final semester, I am sorry; this will take at least another semester. You are in a situation where you have failed to have the prerequisites for a class you need for graduation. There is plenty of Software Programming, Engineering, Testing, and Quality Assurance internship jobs out there.
- The following is required to prove to us to start the "due diligence process" for waiving the class. This should have been completed before this time and still needs to be completed.
  - Before applying to a job:
    - Resume Version 1: You need to have a relative, friend of the family, a friend of a coach, teacher, or ward member, a local person you know who is working in the field and has a full-time job review your resume.

- - Resume Version 2: You need to have someone in Career Services review your resume. (show redlines or signature of review)
  - Resume Version 3: You need to have a BYU-Idaho instructor (on-campus or on-one review your resume).
- o Next, establish a network and a list of job resources:
  - Watch & Complete BYU-Idaho Career Service "Module 4: Networking & Other Job Search Strategies" workshop study packet (http://www.byui.edu/career-services/career-preparation/workshops)
  - You need to make a list of Family, Friends, Associates, friends of friends, everyone in your cell phone book. Ask them where they work. Contact them about potential job opportunities that are in their network. (This is list should be around 50-60 people, everyone knows that many people). Provide a list of people, companies they work for.
  - You needed to have contacted the Internship Service Missionaries for your area and had them return a letter suggesting locations to apply.
  - You need to have contacted the Local Church employment specialists and have proof of the jobs they suggested.
  - You need to have contacted the BYU-Idaho Alumni Office for Alumni that work in your area.
  - Attend a job fair in your area, and collect 10-20 business cards from qualified candidate employers.
  - Create a LinkedIn account, and link it with the people you have contacted. Identified companies that your new network works for and visit the company websites.
- o Finally, you need to start applying
  - You need to have kept a log of all the companies that you applied for. You must have at least 100 reasonable, entry-level jobs you have applied for, remember:
    - 5% of them cannot be from the same company.
    - You need to have applied to at least five different jobs over 20 weeks (this is a standard unemployment requirement)
    - You need to have kept 20-30 rejection letters.

    Reasonable does not include the top 100 companies, locations outside your normal work area job posts—for example, Google, Apple, Blizzard, etc.
- o Once you have compiled the above information, please send me an email, with the above information, we will begin the discussion on waiving the class.

Continuing Student Deferment:

What if the company does have an internship in my off semester?

- Most companies will have co-ops or temp-job during the rest of the year. Look for these types of jobs.
- You will need to defer a semester.
  - General info on deferments is here: https://www.byui.edu/admissions/deferments
  - And if you have never deferred a semester previously, you can click on the [Defer Now] button on this page to start that process: https://www.byui.edu/admissions/deferments/continuing-student-deferment

What if my off semester is not during the summer when I have landed a job?

- You will need to defer a semester.
  - General info on deferments is here: https://www.byui.edu/admissions/deferments
  - And if you have never deferred a semester previously, you can click on the [Defer Now] button on this page to start that process: https://www.byui.edu/admissions/deferments/continuing-student-deferment

I am an international student, when should I take the class?

- Please contact International Office for updated details but from my understanding.
- You can take the class on your off semester or semester.
  - Required Internship (CS 398) can be done on your on-track, and you do not need to worry about taking up to 12 credits
  - For Non-Required Internship (CS 498R), you need to take this during your off track. See CSE 498 below)

CS 498R: International Students and Supplemental Internship

What is CSE 498R?

- CS 498R Internship 2 is designed for the student who would like to take academic credit during the summer break in an internship. This is only a one-credit class and will not allow being substituted for CSE 398.
- CSE 498R Internship 2 is also designed for international students to work and say in the country based on academic standing as part of the CPT.
  - If you are an International Student and looking for off-campus employment opportunities, then yes. You are required to follow the requirements of the Curricular Practical Training (CTP), namely, you must receive academic credit.
- You need to fill out the same forms as for CSE 398, it is not as restrictive as CES 398 (i.e., 500 hrs), you need to work at least 100 hours, must be related to CS or SW Engr, and you still need to complete the online course.
- It is a repeating credit class that allows you to take it up to 5 time or five credits for all the class. If you want more than one Internship with credit on your academic records, you may take this class.

What if I get an internship in another country other than my home country?

- From the President's Executive Group:
- "The protocol for approval of international internships is changing under the guidance of the President's Executive Group. A full policy will be forthcoming, but in the interim, we have received guidance that **international internships will no longer be approved for U.S. students**, except for students working in non-travel-restricted countries for the United States Government or the LDS Church.
- International students obtaining an internship in their countries of residence will also generally be approved. Some internships may be considered for approval in which an international student is seeking an internship in countries without travel restrictions in the region of their home country. The internship office will **not be able to approve an internship if it is sought after a student has already traveled to another country** and is already living temporarily in that country before seeking approval for internship credit."

Other Questions

How many credits do I need for the Internship course?

- For us to fit all the classes you need into the degree, we listed CSE 398 as one credit. Because of other college requirements, you can select the credit to be 1-4. You may register for more than one credit; this may affect your graduation option of meeting 120 credits.
- Some students choose more in hopes of a better GPA or graduate sooner. Others choose one because transfer credits have pushed them over the max.

What do the other "Student Life" departments do?

- **Student Records & Registration (SRR):** changes to the curriculum or a student's record (including course registration).
- **Admissions:** any change to a student's status/enrollment at the university.
- **Alumni, Internships & Career Services:** hosting and interfacing alumni and professional guests/employers occur here; likewise, professional preparation services are offered here (e.g., resume review, job search, etc.)
- **Financial aid:** if it's to do with paying for college, they take care of it.
- **Career & Academic Advising:** holistic career/academic/life planning advice and support for students; expertise in Grad-Planner tool, optimizing graduation, and college success strategy.