PennState
Abington

Computer Science Exploratory Internship

INTERNSHIP APPLICATION DEADLINES

Fall: Early August
Spring: Early December
Summer: Mid April

Refer to
https://www.abington.psu.edu/internship-application-process
for specific deadlines

IMPORTANT CONTACTS

CAREER & PROFESSIONAL DEVELOPMENT

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COMPUTER SCIENCE PROGRAM

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WHAT IS AN INTERNSHIP?

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.
-National Association of College and Employers (NACE)

WHO IS ELIGIBLE TO PARTICIPATE IN THE COMPUTER SCIENCE INTERNSHIP PROGRAM?

Any Computer Science student who has satisfied the entrance to major requirements with at least a 2.0 GPA is eligible to complete a Computer Science Exploratory Internship.

WHEN SHOULD I APPLY FOR THE INTERNSHIP?

We encourage students to begin searching for an internship at least one semester or 4-6 months prior to needing the internship.

WHEN WILL THE INTERNSHIP TAKE PLACE?

You can begin your internship once it is approved by your Faculty Internship Supervisor, is officially registered on LionPath, and you and your site supervisor agree on a start date. The bulk of your internship hours must fall within one semester: Fall, Spring or Summer.

HOW MANY ACADEMIC CREDITS AND HOURS ARE INVOLVED?

Students will earn 3 credits and must complete 300 hours during the semester they are interning.

WHAT IS AN APPROPRIATE INTERNSHIP SITE?

Internships must take place in a professional setting, under direct supervision. Internship site supervisors must have experience in the specific field of study.

IS THIS THE ONLY INTERNSHIP I SHOULD COMPLETE WHILE I'M IN COLLEGE?

No, students are encouraged to experience more than one internship during college. Talk to your counselor to discuss your options.

CAREER & PROFESSIONAL DEVELOPMENT

Finding an Internship

Find the following resources on the 24/7 Career Tools page:

https://www.abington.psu.edu/campus-life/careers/students-alumni/online-career-tools

- Career Guide
- Career Shift
- Nittany Lion Careers
- JobBox
- GoinGlobal
- Interview Prep
- Campus Philly
- LionLink

Additional tools:

- Employer Websites
- Career Fairs
- LinkedIn
- Networking
- Professional Associations

SEEK ASSISTANCE EARLY & OFTEN!

The Staff in Career & Professional Development are here to help you succeed. Please reach out early and often for help during this process.

THE INTERNSHIP SEARCH

Step 1: Prepare

- Begin the internship planning process no later than **one semester before** the internship.
- Work with a career counselor to prepare your resume and cover letter.
- Attend an Internship Planning Workshop to learn the process of registering an internship for academic credit.
- Meet with your faculty adviser to determine your eligibility to complete a required internship.
- Prepare for interviews by using Interview Prep and/or participating in a mock interview with a career counselor.

Step 2: Conduct an Internship Search

- Utilize the tools, resources, and events to the left to conduct a comprehensive internship search.
- Meet with a career counselor to discuss additional resources and strategies.

Step 3: Secure and Register Your Internship for Credit

- Accept an internship offer.
- Visit https://www.abington.psu.edu/internship-application-process to access the letter template associated with your major.
- Provide your host employer with the letter template and request that it be completed, signed, and returned on offical company letterhead.
- Submit your internship application and accompanying employer letter.
- Await approval from CPD and your academic department.
- **Internships must receive CPD and academic department approval to be registered for credit.**

NEXT STEPS

- Once approved, the internship course will appear on your roster in LionPath.
- International students should schedule an appointment with the International Student Adviser for information about CPT.
- Report to your internship site on the date established by your site supervisor.
- Complete all academic requirements as outlined in the syllabus and Canvas course.

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