CSC 4940 – Computer Science Internship

To register for CSC 4940, you will need to submit an offer letter from your employer (on company letterhead) stating the following:

- time frame for employment
- requirements for the hire
- expected duties
- your supervisor’s contact information

* Do not submit the HR letter. You may need to ask your supervisor to put together a letter stating the above information, as this is not usually included in your offer letter.

Submit a scanned copy of your offer letter to Dr. Yi Pan at: yipan@gsu.edu. The subject of the message should be “CSC 4940 Internship Registration”. In the body of the message clearly include your name, panther id, and semester you want to register for the course.

After receiving the above items, if approved, permission will be granted for you to register for the course for 2 credit hours.

Note: If you are an international student and require a CPT form to be filled out, please make sure to include the following additional information in your message:

- Company name:
- Company address:
- Start and end date for employment:

To receive a grade for CSC 4940, submit the following via email by the last date of regular classes for the corresponding semester. Include both items as attachments in the same message. Subject of the message should be “CSC 4940 Internship Reports”

- a signed letter from your supervisor:
  - on company letterhead
  - description of work you completed
  - evaluation of your work
  - signature of supervisor
  - note: it is your responsibility to obtain this letter from your supervisor by the deadline indicated

- a report from you providing details about:
  - your responsibilities/projects
  - what you learned
  - what you applied from your coursework towards your job.
FAQ section:

1. Where will my internship class credit count in my CS degree?
   a. Your internship credit will only count towards your Area H section. It will not count towards your Area G major section.

2. How many times can I take the internship class?
   a. You can attempt the internship class twice only.

3. Will the department help me secure an internship position?
   a. Unfortunately, the CS department is unable to assist you in locating a position. However, please know that the department posts multiple internship opportunities on the CSC undergraduate listserv each month. We also recommend that you visit GSU Career Services for additional assistance.

4. What types of positions qualify for the internship program?
   a. Software Engineer, Data Science Researcher, Android Developer are examples of positions that will be approved.

5. What types of positions DO NOT qualify for the internship program?
   a. Apple Care Store, BestBuy Geek Squad, and Video Game Tester are examples of positions that will not be approved.

6. Can I receive credit for an internship I completed in a previous semester?
   a. No, you can only receive credit for an internship in the semester in which you are enrolled.