



MET CS506 Internship in Computer Science

Course Description

MET CS 506 Internship in Computer Science provides graduate students with the opportunity to receive academic credit for a part-time or full-time internship. The chosen internship must be related to the student's specialization of study and located at an off-campus facility. Students enrolled in the course will be individually supervised by a faculty member from the Department of Computer Science. This course may not be taken until the student has completed at least six courses towards their master's program. International students choosing to take this course to receive a CPT benefit must have completed one academic year of study in order to comply with International Students and Scholars Office requirements. Graduate standing in Applied Data Analytics, Computer Science, Computer Information Systems, Software Development or Health Informatics is required (Variable credit). CS 506 will not count towards degree program requirements.

Requirements for Enrollment

To enroll, students must be in good academic standing (cumulative and degree GPA of at least 3.00) and must seek formal permission to be registered for the course. Note the following constraints:

- Student must have a verifiable internship offer letter from a company in their academic field.
- Student is responsible for identifying a professor who will function as the faculty sponsor.
- Student will apply to the department for permission as well as the ISSO, if applicable.

Deliverables

During the internship semester, the student will remain in contact with the professor and will report in the manner agreed upon between the student and the professor. By the end of the semester, the student will produce a *final report* of internship activity; this should include the problems investigated, significant results and any follow-up projects stemming from the effort.

Final Report

The final report will be a maximum of six pages. However, alternative final report specifications can be requested by the student's designated faculty sponsor. The report must clearly describe the company at which the student is completing the internship, the project assigned, the scope of the project, and what was accomplished. The report will contain relevant effort put in the internship only. Report appendix can contain additional information. Additionally, the report must prominently highlight the following:

1. What theoretical and applied knowledge was mastered that could not have been mastered at Boston University Metropolitan College?
2. What was the significance of the work accomplished by the student to the hosting company?

Grading Policy

This course is graded as Pass/Fail. If the criteria stated in this syllabus are not met, this will be grounds for a student to receive a grade of fail. Feedback from the sponsor will be taken into consideration in allocating the grade. Finally, violation of the academic conduct including company policy violation while on Internship will result in disciplinary action by Boston University Metropolitan College.

Application for Internship in Computer Science

Application Eligibility Requirements

1. Graduate standing in Applied Data Analytics, Computer Science, Computer Information Systems, Software Development or, Health Informatics is required as well as the completion of at least one year of enrollment OR at least six courses towards the master's program.
2. Students choosing to take this course in order to receive a CPT benefit must comply with the ISSO requirements.
3. Student must be in good academic standing (cumulative and degree GPA of at least 3.00)
4. Student must have a verifiable internship offer letter from a company in their academic field.

Instructions

1. Complete sections I and II. Section I is to be completed by the student while section two should be completed by the chosen faculty supervisor.
2. Submit the completed application along with the required attachments (listed below) to the Department of Computer Science. If approved, you will be registered for the course.
3. If you require this course to be used for CPT, in addition to completing the information below, please also review the section entitled "Students Requiring Curriculum Practical Training (CPT)".

Required Attachments:

- ☐ Offer letter from company (Must be on official letterhead)
- ☐ The objective and location of the proposed internship (1-2 pages)
- ☐ Justification as to how this particular internship will enhance your current academic studies (1-2 pages)

SECTION I: To be completed by student

Student Name: _____

BU ID Number: _____

Email: _____

Current Degree Program: _____

Semester/Year
(e.g. Fall 2018): _____

Faculty Supervisor: _____

Company: _____

Proposed hours/week: _____

SECTION II: To be completed by faculty supervisor of internship course

- A. Please state the procedures to be followed by the student, including the frequency and location of regular internship updates.

- B. Students must also request that the employer emails monthly attendance verifications to the faculty supervisor. Please specify required attendance verification dates for student to provide to employer.

SECTION III: Approvals

I, _____ hereby apply to the Department of Computer Science for MET CS 506 Internship in Computer Science and agree to abide by the conditions established by the Department. I understand that while on this internship, I am required to abide by the Metropolitan College Student Academic Conduct Code. If approved, I grant permission to the Department to be registered for MET CS 506 Internship in Computer Science.

Signature of Student: _____ Date: _____

If this internship course is approved, please sign below.

Faculty Advisor: _____ Date: _____

Chairman: _____ Date: _____

SECTION IV: To be completed by Program Manager in the Computer Science Department

The proposed placement is required to fulfill one of the following academic objectives (**check one**):

- ☐ **A. Required for a course for credit:** Placement is required for a course offered in the Boston University course catalog for which the student will earn academic credit. Course must be an integral part of student's program of study and placement must be directly related to student's major field.
- ☐ **B. Required for degree or program completion:** Internship, practicum, or rotation required for degree or program completion. May be non-credit. A copy of the requirement, as published in the BU course catalog, is on file with ISSO.
- ☐ **C. Required for thesis/dissertation completion: (Graduate students only)** An off-campus placement is necessary to pursue graduate thesis or dissertation research that cannot be accomplished on campus and is required to complete the student's degree program.

Attached is a letter on department letterhead which includes the following:

- Topic of thesis and expected defense date. (**Note:** Student cannot work beyond defense date).
- Explanation of the research objectives of the placement as they relate to the student's thesis or dissertation and why they cannot be accomplished using Boston University facilities, including name of professor who will monitor the process of the off-campus research.
- Two signatures: Signature of thesis/dissertation advisor and co-signature of one of the following: director of graduate programs, department chair, or a dean.

SECTION V: Course Information

CPT authorization is granted one semester at a time and requires appropriate registration in the corresponding semester. A course for credit is required for option 4A. A zero-credit registration may be permitted for options 4B or 4C.

Course #: _____

Title: _____

Credits: _____

This course is: ☐ Mandatory

☐ Elective

Name of instructor or BU advisor: _____

SECTION VI: Certification by Boston University Internship Coordinator / Advisor / Instructor

I certify that the proposed placement is an integral part of the student's program of study, as outlined above. Based on this information, I recommend that the International Students and Scholars Office grant Curricular Practical Training employment authorization for this student in accordance with federal immigration regulations.

Signature of Boston University MET Computer Science Program Manager or Director

Date

Print Name

Title

Department

Phone number

Students Requiring Curricular Practical Training (CPT)

CPT is a benefit of F-1 status that permits off-campus employment.

Eligibility

You are eligible for CPT after you have been lawfully enrolled on a full-time basis in a degree program for one full academic year (excluding time spent in an intensive English program) and are currently in F-1 status. Students may take CS 506 Internship in Computer Science a maximum of two semesters.

Important: If you regain F-1 status with the use of a Form I-20 issued for "Initial Attendance," time accrued toward eligibility for CPT will begin when the new F-1 status is granted upon arrival at the port of entry with the new I-20. Any time previously spent in F-1 status will **not** count toward eligibility. An application to change immigration status to the F-1 classification from within the U.S. may also affect eligibility for CPT. Students should discuss eligibility with an ISSO advisor if considering CPT within the first two full semesters after changing to F-1.

Part-time or Full-time CPT

CPT can be authorized during the academic year or during the summer, but must be specified as either part-time or full-time.

Important: There is no regulatory limit to CPT. The overall amount of CPT that will be authorized is defined by what is required or permitted under your degree program. However, if you are authorized for a total of 12 months or more of full-time CPT, you will not be eligible for Optional Practical Training. Periods of part-time CPT authorization do not have any effect on OPT.

Part-time CPT (1 credit) is for employment that only requires 20 hours (or fewer) of work per week. You are required to register for a full-time course load if you engage in part-time CPT during the Fall or Spring semester.

Full-time CPT (2 credits) is for employment that will require more than 20 hours of work per week. You are eligible to apply for full time CPT during the Summer term. Or, if you are in your final semester and registered for an approved reduced course load you may also apply for full time CPT. Please consult with your designated department program administrator and the ISSO for further details.

Applying for CPT

You must contact the ISSO to apply for CPT authorization before you begin employment. CPT must be authorized for a specific employer, location and time period; therefore you **must have a job offer at the time of application** and you may not begin work before CPT is authorized by an ISSO advisor. If there is a change of employer, job location, or dates of employment, you must reapply for CPT.

Applying for Curricular Practical Training (CPT)

You must meet with your ISSO advisor to apply for CPT. Please complete the following steps well in advance of the date you wish to begin employment (applications are also available at the ISSO):

1. Meet with your internship supervisor to get approval for placement with an employer.
2. After a placement is arranged, complete the form entitled Curricular Practical Training Recommendation for F-1 Students:
<https://www.bu.edu/isso/files/2020/04/CPT-Form-and-Acknowledgement-2020-04-17.pdf>
3. You must register for CS 506 Internship in Computer Science during the semester or summer session for which the CPT will be authorized to take place. At the time of your CPT appointment, the ISSO must be able to verify in the university registration system that you have registered for the appropriate course.
4. Upload the appropriate document listed below at least two weeks before the start of your proposed employment.
 - Completed CPT Application
 - Current I-20 and any previous I-20s
 - Passport and I-94 Card

Important: You cannot lawfully begin employment until an ISSO advisor has approved your application and issued you a new I-20 reflecting your Curricular Practical Training employment authorization. You will also be given a letter outlining the conditions of your Curricular Practical Training. You should present this letter, along with your I-20 and passport, to your employer.

For a more detailed explanation regarding CPT and the implications it may have on your immigration status, please contact the International Students and Scholars Office directly at 617-353-3565.