**A Guideline for CS 485 Computer Science Co-Op/Practicum**

**To register for CS 485**, make sure you get an official offer (e.g., a letter of appointment on company) for a qualified internship. The letter should include:

* Time frame for employment
* Expected duties
* Supervisor’s contact information
* Signature from Supervisor

You may need to ask your supervisor to put together a letter stating the above information

Then, apply for credit by filling out the CS Internship Application Form and attach the official acceptance letter to your application.

**To apply for credit**, fill out the CS Internship Application form and attach a copy of offer letter and email it to CS Program Manager ([cs@bellevuecollege.edu](mailto:cs@bellevuecollege.edu)) with subject line “**CS 485 Internship Registration**”.

After receiving the above items, if approved, permission will be granted for you to register for the course for 1, 3 or 5 credit hours based on the following scheme.

**Credit/Hour Scheme**

|  |  |
| --- | --- |
| **Credits** | **Employment** |
| 5 credits | >20 hours/week |
| 3 credits | 10<x<=20 hours/week |
| 1 credit | <=10 hours/week |

**To earn credit**, students are supposed to complete the following assignments

* Internship Report based on the template provided by the program
* Employer Evaluation based on employer rubric provided by the program
* Updated Resume

**FAQ**

1. How many times can I take the internship class?

>>>You can register for the internship class at most two times. A maximum of 5 credits counts toward the technical elective requirement. If you register twice then only 5 credits apply to upper division electives (not 10 credits).

1. Will the department help me secure an internship position?

>>>Unfortunately, the CS department is unable to assist you in locating a position.

1. What types of positions qualify for the internship program?

>>>Software Engineer/Developer, Database Developer, Full-Stack Developer, Mobile or Web App Developer are examples of positions that will be approved

1. What types of positions DO NOT qualify for the internship program?

>>>Apple Care Store, Video Game Tester, Software Configuration Support are examples of positions that will not be approved.