



Mathematics and Computer Science Internship Guide

Before the Internship

Before you can start an internship for which you will earn academic credit towards graduation, you must complete a few steps.

1. Review the [Mathematics and Computer Science Student Handbook](#) and read the section about internships.
2. Find an internship. Finding an internship is your responsibility.
3. Find a faculty member in the department who is willing to be your internship supervisor.
4. Complete the [For-Credit Internship Intake Form](#) and submit it to your faculty supervisor.
5. Work with your faculty supervisor to complete an [Internship Contract](#). Refer your supervisor to the chair if they have questions.
6. After the Internship Contract has been fully executed, you are registered, and you can start the internship. International students, see below!

During the Internship

1. Submit a [status update](#) every other week to the faculty member. These status updates will account for 30% of your final grade!
2. Continue monitoring your Adelphi email address. Respond promptly to any inquiries made by your faculty supervisor.

Immediately After the Internship

1. Ask your internship supervisor in the organization that hosted you to complete [an internship evaluation report](#). This report accounts for 30% of your final grade. The completed form must be emailed directly to your faculty supervisor by your internship supervisor! Feel free to fill out your contact details in the form before sending it to your internship supervisor.
2. Submit [an internship completion report](#) within one week of completing the internship.
3. Submit an [internship poster](#) within one week of completing the internship.

The report and the poster will account for 40% of your final grade.

Grading

Your grade is determined as follows:

30%	Internship Placement Assessment
30%	Biweekly status reports
40%	Faculty Supervisor's Assessment, based on report and poster.

For International Students

Most international students will require CPT or OPT authorization to conduct an internship. Please make sure to work with the Office of International Services to make sure you don't violate your visa requirements!