URI Computer Science SEA Program Student Steps

1) **Now:** Email Lorraine (lorraine@cs.uri.edu) and ask to be put on the email list for CSC499. This should be an account that you read regularly now and over the summer.

2) **ASAP:** Find An Internship – Before Fall 2002. Suggested places to check:
   a. Providence Journal want ads
   b. CS Secretaries and CS Dept Web site
   c. Talk to CS Faculty for positions working with them directly
   d. Online at BEACON - go to career.uri.edu and click on BEACON
   e. Other online job sites (Monster, Hotjobs, etc)
   f. Direct contact by you to URI CS Partners (contact info to be emailed out shortly)

   Arrange your own schedule with your Internship Sponsor (typically 12-15 hours per week).
   Arrange your own compensation (this varies but typically is in the $8-$15/hr range and some, like research with a faculty member, may be unpaid).

3) **Before 2nd Week of September:** Get initial approval from the URI CS SEA Coordinator (currently Dr. Peckham, but look for announcements as this may change) **before** accepting an Internship position with your sponsor. This approval is not final approval. Final approval is indicated by you receiving a signed override form in Step 6.

4) **Before 2nd Week of September:** The Coordinator will assign you a Faculty Advisor, which may be the Coordinator him/her self, or another CS faculty member. We expect that in Fall 2002 most students will have the Coordinator as their Faculty Advisor, but not in all cases. Those students doing their internship directly on a Faculty member’s research project will likely have that faculty member as their Faculty Advisor.

5) **Before 2nd Week of September:** Submit a project proposal, as detailed in the SEA description document, to your Faculty Advisor.

6) **Before 2nd Week of September:** Take your approved project proposal, with your Faculty Advisor’s signed approval, to the Coordinator. At this point, the Coordinator will sign an override form to allow you to register for CSC499, and indicating that you can accept the position with your sponsor.

7) **Before 2nd Week of September:** Take the override form to the URI Registrar and register for CSC499. Accept the position with your sponsor.

8) **During Fall 2002 Semester:** The Coordinator may schedule a semi-regular weekly meeting of the CSC499 students during the semesters. This will be announced and coordinated through email. Please be ready to help determine this meeting time and to attend the meetings. You may be asked to present at one of the meetings.

9) **Throughout The Entire Two Semesters:** Submit monthly reports to your Faculty Advisor as described in the SEA description document.

10) **At The End of Each Semester:** Submit semester reports to your Faculty Advisor as described in the SEA description document.

11) **At The End of Second Semester:** The Coordinator, working with your Faculty Advisor, will assign your final grade for CSC499.