

# UC IRVINE ICS PROFESSIONAL PROGRAMS (MCS, MSWE, MDS) - INTERNSHIP GUIDELINES

Internships are a component of experiential learning that offer students the opportunity to explore career options and gain real world experience.

The following information addresses common questions we receive regarding internships for [Master of Computer Science \(MCS\)](#), [Master of Software Engineering \(MSWE\)](#), and [Master of Data Science \(MDS\)](#) students. If you are ready to post an internship, visit [CODE](#) ([bit.ly/code\\_hire](https://bit.ly/code_hire)) to create a free account or log in to your existing account. For new employer registrants, please allow 3-5 business days for the Career Development Team to review your information and requests.

**The following guidelines are only applicable to Master of Computer Science (MCS), Master of Software Engineering (MSWE), and Master of Data Science (MDS) programs**, which are three of the few professionally-oriented programs offered by the Donald Bren School of Information and Computer Sciences (ICS).

The following guidelines do not apply to undergraduate ICS students, or students who are enrolled in other Master of Science programs, e.g. Master of Science in Computer Science (MSCS), Master of Science in Software Engineering (MSSE), Master of Science in Informatics, etc. Employers interested in hosting other UCI students outside of the MCS, MSWE or MDS programs, or currently hosting said students, can refer to [UCI Division of Career Pathway's Internship Policies](#).

## POSTING ON CODE

CODE is the online recruiting platform for Master of Computer Science (MCS), Master of Software Engineering (MSWE), and Master of Data Science (MDS) Programs where employers can post internships. All internships are reviewed for compliance with the Fair Labor Standards Act (see Considerations for Unpaid Internships above). Therefore, each internship must be posted and reviewed individually. Please allow 3-5 business days for the Career Development Team to review your posting.

Once you are in [CODE](#), select "Post a Job" to begin creating a job posting. In addition to the required fields, please note the following.

### Job Description Section:

- **Objectives of the Internship:** Describe what the intern will learn and the activities they will engage in to learn.
- **Skills & Qualifications:** Describe the technical skills and other qualifications that the student should possess.
- **Duration of Internship:** How long will the internship last? This can be a number of weeks, months, a season, or specific time frame. An acceptable answer may be 12 weeks, 3 months, Spring Quarter, or April – June.
  - Please reference UC Irvine’s [Quarterly Academic Calendar](#) to see start and end dates for each quarter, which should align with start and end dates of an internship.
- **Approximate Hours Per Week:** this must be a number or number range.
  - Paid Internship during Academic Year: Up to 19.5 hours per week
  - Paid Internship during Summer/Break Periods: Up to 40 hours per week
- **Company Information:** Any additional information about the company, the people they will be working with, or other information you would like students to know.

### Primary Job Contact:

- When an employer enters contact information, the employer can select whether to make all or some of the contact information visible to students.
- If a UCI Alumnus is the primary job contact for a position, please mark “Yes” as students always love to see this.

### Eligibility Section:

- **Student Group:** This criteria determines which group or class year of students can view and apply.
  - **“Current Students”** includes all currently enrolled MCS, MSWE and MDS students, who may be searching for internships and part-time positions throughout the academic year, and full-time positions as they approach their December graduation dates.
  - **“Alumni”** includes all MCS and MSWE graduates who may be searching for full time positions after graduation.
- **Major/Academic Program:** This criteria determines which programs you would like to recruit from: Master of Computer Science (MCS), Master of Software Engineering (MSWE), or Master of Data Science (MDS).
- As a reminder, MCS, MSWE and MDS programs end in December, and students will graduate mid-December. For example, “MCS Class of 2021” represents Master of Computer Science students whose graduation dates are anticipated to be in December 2021.

## DEFINITION OF “INTERNSHIP”

The Career Development Team adopts the definition of “internship” set forth by the National Association of Colleges and Employers ([NACE](#)):

*An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.*

## CRITERIA FOR AN EXPERIENCE TO BE DEFINED AS AN INTERNSHIP (Paid and Unpaid)

To ensure that an experience—whether it is a traditional internship or one conducted remotely or virtually—is educational, and thus eligible to be considered a legitimate internship by the NACE definition, all the following criteria must be met:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student’s academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

### Considerations for Unpaid Internships

The Career Development Team does **not** encourage and will not promote unpaid internships unless they have been reviewed and approved by these professional programs. This is because most internship opportunities for which MCS, MSWE and MDS students qualify for will not comply with the U.S. Department of Labor’s [Fair Labor Standards Act](#), which includes a seven factor criteria list that evaluates whether or not an internship can be unpaid.

**Please note that requiring academic credit for an internship does not relieve the employer of the responsibility to abide by federal labor laws set forth by the Fair Labor Standards Act. Academic credit and compensation for work are not synonymous or interchangeable.**

If you are seeking MCS, MSWE or MDS students to fill an unpaid internship position and believe the position will comply with criteria per FLSA , please contact [code@ics.uci.edu](mailto:code@ics.uci.edu) directly to discuss.

## ACADEMIC CREDIT OPTIONS

Students from Master of Computer Science (MCS), Master of Software Engineering (MSWE), and Master of Data Science (MDS) Programs will be enrolled in an internship course and receive academic credit for completing their internships during the summer.

In order for a student to receive academic credit, an employee from the internship host site (e.g. intern's manager/supervisor or internship program manager) must verify the student's employment and attendance at the job site, such that students can receive academic credit for the following courses:

- Master of Computer Science: [CS 298P](#)
- Master of Software Engineering: [SWE 275P](#)
- Master of Data Science: [DS Internship Course](#) (Course Number TBD)

Throughout a student's internship, there will be course assignments and evaluations that students are responsible for in order to receive course credit, which may need the student's manager or supervisor to complete. The Career Development Team may also be contacting the student's manager or supervisor during this time to discuss the student's performance and answer any questions or address any concerns. We thank all employers hosting our students for their collaboration and partnership in providing a great internship experience for them.

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## RETURN OFFER GUIDELINES

We believe it is important to allow student interns adequate time to make thoughtful and informed decisions when comparing and responding to offers.

For all offers extended for summer internships or full-time employment, we ask that employers provide students at least two (2) weeks from the date of the written offer to respond, without pressure to respond by an earlier date.

In some cases, students may ask for extensions beyond these deadlines. We trust that the student and the company can negotiate a mutually agreeable time frame for considering and making a career decision.

## RISK MANAGEMENT

The hiring party will assume liability for interns on their premises. This holds true for both paid and unpaid interns. The University does not accept responsibility for student liability during an

internship. No employee or student of the University of California, Irvine is authorized to sign a “hold harmless and indemnification” agreement on behalf of the University or UC Regents. All agreements are between the student and hiring party.

## EQUAL EMPLOYMENT OPPORTUNITY

The Career Development Team reserves the right to refuse service to those who unlawfully discriminate in the selection of employees on the basis of age, national origin, race, religion, sexual orientation, disability or any other basis prohibited by applicable Federal and State laws.