

CS4120 Professional Field Experience  
Department of Computer Science

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_ WIN: \_\_\_\_\_

CRN: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Degree Program: \_\_\_\_\_

Semester/Session: \_\_\_\_\_ Year: \_\_\_\_\_

- This course may be elected by upper-level undergraduate computer science majors who wish to gain academic credit for professional field experience. The prerequisite is CS3310 or equivalent, and advanced approval by the department.
- Enrollment may be for 1 to 3 credit hours, and taken for a maximum of 3 hours. Credit does not count toward major or minor requirements.
- The course may not be taken for past experience
- To enroll, the student must have a computer science faculty sponsor. It is the student's responsibility to arrange for a sponsor.
- The faculty sponsor and the student will agree to the proposed project and the reporting requirements. At a minimum, there should be a mid-term and final report. The employer directing the student will also be required for an evaluation on official letter head, of the student's work.

Description of Planned Study: (Identify employing institution. Attach additional sheet if desired.)

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\_\_\_\_\_  
Faculty Sponsor Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Department Chair Signature

## CS 4120 Procedures

You must provide a letter to Dr. Carr from the company (on their letter head) offering you the position that briefly describes the tasks or responsibilities that you will have; the number of hours you plan to work per week and the period of the employment. You will then need to fill out the form above for approval to enroll. Also so specify the number of credit hours you plan to have with the course.

At the end of the term of enrollment you will need to submit two page, double spaced report for your activities for the semester or session you are enrolled. Dr. Carr will email your supervisor requesting them to fill out an evaluation form. Your supervisors evaluation and your report must be sent directly to Dr. Carr at, [steve.carr@wmich.edu](mailto:steve.carr@wmich.edu)

When everything is complete, the grade is assigned as (Credit/NoCredit).