

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
College of Business Administration
Computer Information Systems Department
FORMULA FOR INTERNSHIP CREDIT
(CIS 441 AND CIS 442)

Bronco #: _____

Name: _____ Avg Hours Per Week: _____

Position Title: _____ Nature of Work (duties): _____

Company Name: _____

Supervisor's Name: _____

Address: _____

Phone: _____

.....

The actual number of units of credit for CIS Internship experience is based upon the number of hours of work per week, the nature of work (duties), and the learning value of the experience (newness). The following formula will be used to determine the number of units of earned each quarter.

$$\text{TOTAL POINTS EARNED} = (H + D) * N$$

I. H = Average Number of Hours worked per week during the quarter.

Less 10 hours per week	= 1 point
10 – 19 hours per week	= 2 points
20 – 29 hours per week	= 3 points
30 – 39 hours per week	= 4 points
40 or more hours per week	= 5 points

II. D = Depth of Experience (not limited to the following examples)

Data Entry/Operator (Word, Excel, etc.)	= 1 point
Client-Based Programmer (Access, VB)	= 2 points
Client Server/Computer Operator	= 2 points
PC Technician	= 2 points
Web Page Development/HTML Programmer	= 3 points
PC (End User) Support/Help Desk	= 3 points
Programmer/Systems Analyst/Network Support	= 4 points
IT Audit Trainee/IT Security Support	= 4 points
Assistant Web Manager	= 4 points
Telecommunications Specialist/Web Master	= 5 points*
Systems Analyst/IT Audit/IT Security	= 5 points*
CIS/MIS Management Trainee (large shop)	= 5 points*

* traditionally reserved for full-time employees with many years of experience

III. N = Newness of Experience

Essentially the same as the previous quarter	= 1
Majority of the experience is new (50% or more)	= 2
Experience is predominantly new (over 85% new)	= 3

TOTAL CREDIT POINTS (result of formula calculation)		UNITS OF CREDIT EARNED
2 – 5 points	=	1 unit
6 – 9 points	=	2 units
10 – 14 points	=	3 units
15 – 20 points	=	4 units
21 – 25 points	=	6 units
26 points or more	=	8 units

INTERNSHIP CREDIT RECORD:

Quarter/Year	Units in CIS441**	Units in CIS442**
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

** Maximum of 16 Units Total (on Transcript) for all classes combined. The number of units in CIS441 and CIS442 will not exceed 8.