Department of Computer Science and Engineering

Internship Contract and Agreement

Student: ____________________________________________________________________________ Date: ____________

PRINT: Last First Middle initial

Student ID: U ___________________________ Phone: ____________________________

Address: __________________________________________________________________________

Street City State Zip code

Email: __________________________________________________________________________ Classification: _______

Course: CIS 4940 / / / / / ______________________________________________________________________

Section Ref No. Semester / Yr Credits Instructor

Place of employment: ______________________________________________________________________

Hours per week: __________

Expected duties and responsibilities (please provide details):

Approved: ___________________________ Department Approved: ___________________________

Supervising Professor Department Chair/Director of Undergraduate Program

This form is to be executed by students in the BSCS and BSCpE program in the Department of Computer Science and Engineering who have an industry internship and who wish to earn credit as CIS 4940 Industry Internship. It is expected that the supervising professor and student will agree that the expected duties and responsibilities constitute a significant contribution to the student’s education. A written mid-term and end-of-semester report may be submitted as required by the supervising faculty member. Additional deliverables may be required by the supervising faculty member. A letter from the employer must be received to document the internship relationship. This letter should note the formal internship status of the student, state the number of hours per week worked, and the duties performed to be performed by the student. This form authorizes enrollment of the student.

This completed and approved form must be signed by the Supervising Professor and Department Chair or Director of the Undergraduate Program. A student is allowed to count as Departmental elective credit a maximum of six (6) hours of CIS 4940 and/or any other supervised individual study (including CIS 4900 and CIS 4915) for S/U grade. No more than 3 hours of CIS 4940 in a single company.

Distribution:
Original: Student file Copy: Professor, Student

internFormForCsCpE.doc – September 4, 2017