



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 4947** / / / / /
Section Ref No. Semester / Yr Credits Instructor

Place of employment: _____

Hours per week: _____

Expected duties and responsibilities (please provide details):

Approved: _____
Supervising Professor

Department Approved: _____
Director of Undergraduate Program

This form is to be executed by students in the BSIT and BSCyS program in the Department of Computer Science and Engineering who have an industry internship and who wish to earn credit as CIS 4947 Industry Internship for IT. 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. Expectation is student is a senior to enroll in a 4000-level course.

This completed and approved form must be signed by the Supervising Professor and Director of the Undergraduate Program. A maximum of nine (9) hours combined of COP 4900 Independent Study and CIS 4947 Industry Internship for Information Technology are allowed as Department Elective credit, with no more than 3 hours in any one given company for CIS 4947 credit.

Distribution:
Original: Student file

Copy: Professor, Student