



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: _____
Supervising Professor

Department Approved: _____
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. Prerequisites are COP 4530 and CDA 3201.

This completed and approved form must be signed by the Supervising Professor and 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 unless explicit permission from supervising professor.

Distribution:
Original: Student file

Copy: Professor, Student