Students interested in the CSE 294 internship experiential course credit must be hired for an eligible internship and meet the criteria for the internship course. Review the major internship eligibility information for student, position requirements and application materials.

https://scai.engineering.asu.edu/cse-484-major-internship-program

I have read the internship eligibility information at the above listed website.

I am eligible to apply for CSE 294.

I have read the internship position requirements at the above listed website.

I attest that I will work at least 280 hrs at the internship
(20 hours/week x 14 weeks for fall or spring OR 35 hours/week x 8 weeks for summer).

I attest that the internship position meets all requirements for CSE 294.

I attest I have spoken with my company supervisor/mentor who has agreed to provide feedback on my progress.

My supervisor/mentor has agreed to provide midterm feedback describing my contributions, attendance and professionalism.

My supervisor/mentor has agreed to provide end of semester feedback describing my contributions, attendance and professionalism.

My supervisor/mentor has agreed to review my required semester report for accuracy and to ensure no company sensitive information is released.

I have read and understand additional Information found on the above listed website, including:

I understand there is a strict limit to the amount of 294 credit counts as general elective credit for my degree.

For specific information regarding credit hour limitations please refer to your DARs and contact your SCAI academic advisor.

Guidance for Writing an Educational Objective

- The educational objective MUST relate internship work you will do with coursework you have completed during your program. Educational objectives should be specific and technical.
- Format: *I will (task), which will require me to apply (knowledge or skill), which I learned in (class).*

Good example:

- The objective of my internship is to apply the skills I have learned in my major coursework in an industry setting. During my internship, I will build software test suites for existing code to verify and validate the applications. This will require me to apply the software testing, verification, and validation concepts I learned in CSE 460.

Task

Relation to coursework

Unacceptable examples:

- Build software test suites (just listing duties or tasks)
- Gain practical experience in the industry (too general)

I have reviewed the above guidance for writing an educational objective. I understand I must provide a full description. I understand that if I am required to modify the description, this current application will be rejected. If the application is rejected, I must complete a new registration application, which requires my supervisor and all others to review and to sign again.

**Ira A. Fulton Schools of
Engineering**
Arizona State University

INTERNSHIP FOR ACADEMIC CREDIT APPLICATION FORM

STUDENT INFORMATION

Last Name: Khandelwal	First Name: Shubh	10 Digit ASU Student ID #: 1219893428
ASU Email Address: skhand15@asu.edu		Phone Number: 6023805667
Major: Computer Science		Degree: B. Sc.

Expected Graduation Date: May 2024		Internship Semester: Fall 2023	
Overall Cumulative GPA: 4.13	Major GPA: 4.13	Total # Credits Completed: 102	Total # Major Credits Completed: 76

COMPANY INFORMATION

Company Full Legal Name: Colorado State University	
Street Address: 301 University Ave, Nutrien Building, Suite #201	City: Fort Collins

State: CO	Zip Code: 80523	Country: United States of America

Supervisor First & Last Name: Lauren Chenarides	Supervisor's Email Address: Lauren.Chenarides@colstate.edu	Supervisor's Phone Number: (914) 474-0921
Supervisor's Title: Assistant Professor	Internship Title: Software Engineer Intern	
Internship Start Date: October 16, 2023	Internship End Date: January 7, 2024	
Expected # Work Hours per Week: 20	Expected Total # Work Hours for Internship: 240	

Paid Position? (Yes) No	Salaried Position? Yes (No)	Stipend? Yes (No)
Hourly Pay Rate: 14.00	Working Remotely? (Yes) No	

INTERNSHIP LOCATION AND DESCRIPTIVE CONTENT

List all physical address(es) where the student will work.

   Remote Internship: Duties will be performed in Hayden Library, 300 E Orange Mall, Tempe, AZ 85281

Describe the expected job duties and expected work product the student will perform during the internship. *(Attach Additional Pages if Necessary)*

Describe the specific applicability of the internship to the student's academic program. How will the position provide learning beyond the classroom. *(Attach additional pages if necessary)*

Describe how the company will measure/evaluate the student's efforts to meet the performance metrics? *(Attach additional pages if necessary)*

INTERNSHIP OFFER LETTER

Student: Attach the internship offer letter. The letter must be on official company letterhead and signed by the employer. If you are an international student using the internship course to qualify for CPT, the letter must be in ISSC format.

UNPAID SPA, IF NEEDED

Student: If the internship is UNPAID, attach the Unpaid SPA confirmation email. Follow the process at https://career.engineering.asu.edu/spa.

STUDENT FERPA RELEASE AND AFFIRMATION OF RESPONSIBILITY

- ☑ Student: I understand that by completing this form, I am releasing the listed FERPA data in this packet to the company where I will intern.

- ☑ Student: I meet all requirements and pre-requisites to enroll in the internship course.

- ☑ Student: I have read the syllabus and understand the course requirements.

- ☑ Student: I have spoken with my supervisor, who agrees to conduct a performance evaluation and (if applicable) to review any other assignments.

- ☑ Student: It is my responsibility to submit the supervisor's evaluation (if applicable) of me and any other course requirements to ASU by the course's listed due dates.

- ❑ Student: I have attached my signed offer letter to this document.

- ❑ Student: I understand that if a course override is granted, it is my responsibility to register for the internship course by the deadline.

- ❑ Student: If I am in my final semester or will be working more than 20 hours a week in the fall/spring semester, I will provide an academic justification letter.

International Students

- ❑ Student: If I am an international student, I understand it is my responsibility to contact the International Student and Scholars Center to submit all required work authorization paperwork by their deadline.

Student: Please sign.

Student Signature:	Date: 10/5/2023

Course Mission

This course is designed to provide undergraduate students an industrial internship experience in relevant industry and related sectors that (a) provides the intern direct exposure to real world professional activities, (b) enhances their personal and professional skills, and (c) increases the likelihood of professional employment opportunities in their major. In addition, students gain experience in resume development, how to prepare for and conduct themselves in a professional interview by company representatives and are better prepared to enter their chosen profession. This course is designed to give students a real-world industrial design experience in computer science industries.

The position must:

1. Be directly related to your SCAI major and require the background gained through major courses.
2. Provide the intern with appropriate learning experiences to enrich his or her overall education.
3. Be posted and/or advertised as an internship. Ongoing or permanent positions are not eligible.
4. Require the intern to **work at least 280 hours** per term (20 hours per week for 14 weeks during the fall or spring semesters or 35 hours per week during the 8-week summer session).
5. **Have a designated supervisor/mentor who will provide feedback on the intern's progress.**

Completion Process

A student will receive a grade (pass or fail) for CSE 294 if the following are completed:

1. Semester report written by intern. The following as a minimum must be included:
    o   Overview of primary focus.
    o   List of significant outcomes.
    o   Description how the internship contributed to the learning experience.
    o   **Signature by student's supervisor assuring accuracy and ensuring no company sensitive information is compromised.**
2. **Midterm feedback from intern's supervisor describing student contributions, attendance and professionalism.**
3. **End of semester feedback from intern's supervisor describing student contributions, attendance and professionalism.**

Mode of Supervision: [Choose items that apply]	In-person	Virtual Conference	Email	Telephone
Frequency of Supervision: [Choose items that apply]	Daily	Weekly	Monthly	As Needed

❑   The student will be mentored/supervised within my company by an appropriately qualified person related to the student's major, during the dates stipulated in the internship dates section above and that the description of the expected duties of the internship is accurate.

❑   If a student must be released early from the internship due to business needs, a company representation will email the designated ASU contact.

❑   The supervisor must complete and provide evaluation(s) of the student's performance to the student. The supervisor must review other assignments that the student is required to submit prior to the course due date.

Employer Supervisor: Please sign.

Employer Supervisor Signature:	Date:
Name of Supervisor:	

ASU Internal Routing: Please sign.

ASU Internal Signature Level 1:	Date:
Name:	

ASU Internal Signature Level 2 or Designee, if applicable:	Date:
Name:	

ASU Internal Signature Level 3 or Designee, if applicable:	Date:
Name:	

Notes for student after application receives final approval.