

Department of Computer Science

CENTRAL MICHIGAN UNIVERSITY

Pearce Hall 413

Mt. Pleasant, Michigan 48859

Computer Science/Information Technology **Internship Program**

The Computer Science Department maintains internship programs for qualified undergraduates interested in obtaining academic credit for computer science related job experiences. The job must be of such a nature that its completion adds to the academic growth of the student in computer science.

Students who have secured a position need to turn in the necessary paperwork (application, letter from supervisor and affiliation agreement, if applicable) before the office can register he/she for CPS 395 or ITC 495.

For CPS 395 the student may earn up to 9 semester hours of credit,  
of those 9 credit hours 3 hours are required.

For ITC 495 the student may earn up to 3 semester hours of credit;  
no more than 3 credits may be earned on any single project.

**100 hours of internship experience equates to one semester hour of academic credit**

The supervisor at the place of employment should be sure the student clearly understands the established duties and objectives. (A student is not normally compensated for his/her work as an intern working for a CMU department. If he/she is working for another organization, then compensation is established by that organization for that position.) A student may **NOT** start earning credit for the class prior to completion of paperwork and the student is registered for the course.

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***Requirements of Student***

***Prior to the start of the internship the student needs to do the following:***

- Complete the application and turn it in for approval by the Chair of the Computer Science Department
- Provide the office with the offer letter or a letter from the supervisor indicating that an internship has been offered to the student
- After these requirements have been met, the student will need to register for the internship credits online using the exception request.

***When the internship is complete the student needs to do the following:*** Submit (via e-mail to Julie Bloom: [bloom2jk@cmich.edu](mailto:bloom2jk@cmich.edu)) to the Computer Science Department:

- 1) A typed weekly log showing the time spent for each task.
- 2) A typed report of 8 to 10 pages detailing the educational experience from the work that he/she performed and what was learned

**No student may start earning credit for the internship, prior to the completion of all paperwork and the student is registered for the course.**

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***Requirements of Supervisor***

***Prior to the start of the internship the Supervisor of the Company*** needs to provide an e-mail (to [bloom2jk@cmich.edu](mailto:bloom2jk@cmich.edu)) the following information together with the Affiliation Agreement.

- E-mail indicating:
  - 1) briefly describe the duties and objectives including special conditions or requirements
  - 2) number of hours to be worked per week and the total number of hours for the internship
  - 3) length of internship with beginning and ending dates
- Un-paid internship – complete the Affiliation Agreement e-mail Julie at [bloom2jk@cmich.edu](mailto:bloom2jk@cmich.edu)
- Paid internship – student or supervisor will need to e-mail Julie at [bloom2jk@cmich.edu](mailto:bloom2jk@cmich.edu) a copy of the intent letter and/or offer letter

***When the internship is complete the Supervisor of the Company*** should e-mail Julie at [bloom2jk@cmich.edu](mailto:bloom2jk@cmich.edu) with the Computer Science Department:

- A letter stating the student **successfully or un-successfully** completed the internship.

Feel free to contact the Department of Computer Science regarding the internship programs at (989) 774-3774.

**\*\*\* Complete this form with blue or black ink only - not pencil.**

**CENTRAL MICHIGAN UNIVERSITY  
COMPUTER SCIENCE INTERNSHIP APPLICATION**

Name \_\_\_\_\_ Student Number \_\_\_\_\_

CPS 395 \_\_\_\_\_ or ITC 495 \_\_\_\_\_

Paid Internship \_\_\_\_\_ or Unpaid Internship \_\_\_\_\_

No. of Credits \_\_\_\_\_

Semester: fall \_\_\_\_\_ spring \_\_\_\_\_ summer \_\_\_\_\_ 20 \_\_\_\_\_

Course Reference Number: \_\_\_\_\_ (completed by office)

Class: SO \_\_\_\_\_ JR \_\_\_\_\_ SR \_\_\_\_\_ Total Credit Hours Earned \_\_\_\_\_ Overall GPA \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

List programming languages with which you are proficient:

Check the computer systems with which you are proficient:

Windows \_\_\_\_\_ OSX \_\_\_\_\_ Linux \_\_\_\_\_ List other(s): \_\_\_\_\_

Specify any other computer-oriented work experiences or special traits.

Complete the following about your internship employer (please print): Internship - \_\_\_\_\_ paid or \_\_\_\_\_ unpaid

Name of Company: \_\_\_\_\_

Name of Department: \_\_\_\_\_

Address of Company: \_\_\_\_\_

City

State

Zip Code

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Name of Supervisor: \_\_\_\_\_ E-mail \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Title \_\_\_\_\_

Student's Estimated Employment Dates: \_\_\_\_\_ (start date) \_\_\_\_\_ (end date)

Number of hours per week: \_\_\_\_\_

How did you learn of this internship opportunity?

Indicate the nature of your employment:

I waive my right to privacy regarding disclosure of information contained in this application. I also grant permission for the Computer Science Department to share information from this form to potential employers. I understand my responsibilities as an intern and those of my employer.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

CPS Chairperson's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: Dr. Lisa Gandy