

Department of Computer Science  
CENTRAL MICHIGAN UNIVERSITY  
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. The Computer Science Department does not place students in positions but does maintain a list of employers who have employed CMU interns in the past and posts announcements of internship opportunities it receives.

Students who have secured a position may register for CPS 395 or ITC 495. For each of these courses, they may earn up to 9 semester hours of credit; however, not more than 3 hours may count toward their major. As a general rule, 100 hours of internship experience equates to one semester hour of academic credit and no more than 3 credits may be earned on any single project.

The supervisor at the place of employment should be sure the student clearly understands the established duties and objectives. He/she should send an official, signed letter to provide the following information to the internship coordinator of the Computer Science Department:

- 1) duties and objectives (briefly)
- 2) number of hours to be worked per week
- 3) any special conditions or requirements

At the end of the semester a letter from the employer is required stating whether the student successfully completed the internship.

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.

Before the end of the semester, the student should submit 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, and (3) a letter from the employer stating whether the student successfully completed the internship.

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

# CENTRAL MICHIGAN UNIVERSITY COMPUTER SCIENCE INTERNSHIP APPLICATION

Name \_\_\_\_\_

SS# \_\_\_\_\_

Semester Internship is to be performed: FALL\_\_\_ SPRING\_\_\_ SUMMER I\_\_\_ SUMMER 2\_\_\_ 20\_\_\_

Expected number of Credits \_\_\_\_\_ Course Ref. Num.: CPS 395 \_\_\_\_\_ or ITC 495 \_\_\_\_\_

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

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

\_\_\_\_\_

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

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

\_\_\_\_\_

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

List programming languages with which you are proficient:

Check the computer systems with which you are proficient:

IBM PC\_\_\_ Macintosh\_\_\_ SUNs\_\_\_ NEXT\_\_\_ VAX\_\_\_ IBM 3090\_\_\_

Other(s):

Please specify any other computer-oriented courses that you have taken and indicate the grade that you received in each.

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

(OVER)

Complete the following about your internship employer (please print):

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

Address of Company: \_\_\_\_\_  
City State Zip Code

Name of Supervisor: \_\_\_\_\_

Supervisor's Phone: (\_\_\_\_\_) \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

Estimated Employment Dates: Starting: \_\_\_\_\_

Ending: \_\_\_\_\_

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.

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

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

---

FOR OFFICE USE:

COMMENTS:

Letters Sent To: Student \_\_\_ Employer \_\_\_

Employer Form Sent \_\_\_

Received: Student Log \_\_\_ Student Summary \_\_\_

Employer Completion/Approval Letter \_\_\_

Grade \_\_\_\_\_ Date \_\_\_\_\_

Grade Change \_\_\_\_\_ Date \_\_\_\_\_

