STUDENT CHECKLIST: So you want to get academic credit for your internship?

(If you do NOT want academic credit, the terms of your internship are between you and the company only.)

1) Make sure you are eligible for internship credit -do not go to section 2 until following items are all checked off:

___ Must be a computer science major in one of the three degree programs offered by CS department
___ Have junior or senior standing based on credit hours or a signed waiver from coordinator or department chair if a sophomore
___ Must have completed at least six hours in residence at UCO
___ Must have GPA of 2.75 overall or 2.75 in major or a signed waiver from coordinator or department chair otherwise
___ Have no enrollment holds
___ Have not already exceeded internship credits (CS department limit of 4 hours total for 6100 majors, 3 hours for 6101 and 6102)
___ Can complete the enrollment process BEFORE close of the enrollment period for the semester in which the internship is taken

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STEPS 2 THROUGH 5 BELOW MUST BE COMPLETED *PRIOR TO THE FIRST DAY OF WORK* OR YOU WILL NOT RECEIVE ACADEMIC CREDIT! THIS IS A UNIVERSITY-WIDE POLICY AND THERE WILL BE NO EXCEPTIONS. You cannot enroll for internship credit until you satisfy the steps below in order:

2) Find an internship opening but don't start working there yet! -do not go to step 3 until this is checked off.

___ Get a job/internship offer (paid or unpaid) from the company IN WRITING (signed letter or email) that contains a general description of what the job duties will be and indicates whether it is a paid or unpaid internship (most pay about $10-$15 per hour.)
NOTE: Available jobs/internships are posted on the bulletin board in the hallway, on the website and/or in the Career Services office in NUC. It is against university policy for a professor to place an individual student with a company – all positions must be open to all, so it is your responsibility to apply for those you want. Some internships may have additional requirements/restrictions.

3) Select and meet with your faculty sponsor/advisor

___ Select a faculty member in the CS department who will agree to be your faculty sponsor/advisor. This person will act as a resource and contact person during your internship and will assign your grade at the end of your internship. If you do not have a faculty sponsor, make an appointment to meet with the department Internship Coordinator, Ms. Holt, dholt@uco.edu , who will serve as your faculty sponsor or will help you locate one based on the expertise needed.

4) Understand how you will be evaluated/graded and be sure the job qualifies in the following criteria

Note: Internships are offered from one to four credit hours. The **CS department limit** *is 4 hours for 6100* majors and *3 hours for 6101 and 6102* majors. While criteria for awarding these credits are up to the faculty sponsor, generally *for undergraduates* they are:
___ working 48 hours on task for each hour of academic credit (144 hours or 18 hours/week for eight weeks or 9 hours a week for sixteen weeks) on a job that is closely related to computer science that supplements your education. Examples of qualifying jobs include programming, database administration, network administration, web site design, software testing or project management. Examples of things that normally would NOT qualify include installing and servicing computers, answering phones for a help desk, or teaching basic computer skills.
___ satisfactory completion of any additional requirements for academic credit as specified by your faculty sponsor
___ The academic internship work normally is expected to start and finish on regular semester boundaries (fall, spring, summer).

5) Finally, submission of completed signed forms to Department Internship Coordinator (see below):

___ bring underline signed written memo of agreement (**Sponsor Organization Internship Proposal**) from the sponsoring organization (employer) specifying name of the student's supervisor **and** including a descriptive list of what the prospective intern's duties will be.
___ bring completed signed **Faculty Sponsor Internship Agreement** form and a **Request for Irregular Undergraduate Enrollment** form that has been signed by your faculty sponsor.
___ bring a completed **Department Internship Application** form to the Department Internship Coordinator for her signature.
       ___ *If you are an international student*, take all the signed completed forms above to the Global Affairs Office for their signature, and then return all signed forms to Department Internship Coordinator.
___ AFTER Department Internship Coordinator reviews and signs all forms, she will provide 1) a blank **Intern Evaluation** form for the sponsor organization to fill out at the end of the internship and 2) a completed **Enrollment Approval** form. You will take this finished paperwork packet to the Department Chairperson (MCS117) and the College Dean (HoH208) for signatures and then you may enroll.
Only after all the above is accomplished may the student begin working.

Print Student name: _____ Student signature:_____ Date: _____