



THE UNIVERSITY OF ARIZONA
COLLEGE OF SCIENCE

Computer Science

UNDERGRADUATE INTERNSHIP APPLICATION FORM

STUDENT INFORMATION

Eligibility for an internship is based on the following qualifications:

1. Be in good academic standing with the University of Arizona and have maintained at least a 2.00 grade point average (major and cumulative) at the University of Arizona prior to enrolling for an internship.
2. Students should have completed at least one full-time semester at the University of Arizona (12 units) and at least one course in the Department of Computer Science.
3. Be currently enrolled at The University of Arizona.
4. Be a declared major or minor in the Department of Computer Science.

The intern student agrees to the following:

1. Apply by the last day of classes of the semester prior to participation. Students must complete this form and obtain all signatures prior to submitting the Intern Application packet to the Department of Computer Science.
2. Students must attend a mandatory Internship Information Session at the beginning of the semester or prior to the semester the internship is being completed.
3. Students may receive credit for an internship only once; additional internship credit (for a maximum of 6) must be with a different organization.
4. Pay all registration fees associated with the credits to be earned. Students must enroll in the credits the semester in which the internship credit is being earned; exceptions will not be considered. If you receive financial aid, consult with the Financial Aid and/or Scholarship Office prior to registering.
5. Discuss with your prospective supervisor at the work site the possible risks and dangers associated with the planned internship. Then complete and sign the Internship Assumption of Risk Release Form.
6. Complete all academic assignments and reporting requirements of the internship as specified by the department.
7. Recognize that you are representing The University of Arizona as an ambassador to the community and abide by the University and Department Student Code of Conduct and Code of Academic Integrity.
8. Understand and follow the policies, procedures, rules, and regulations of the sponsoring organization.
9. Be prepared to perform your internship duties for the hours and duration specified. Talk with the supervisor about any University holidays.
10. Ensure that your direct supervisor is able and willing to submit an evaluation on your behalf. Some organizations have personnel policies prohibiting your supervisor from providing a written intern evaluation. If this is the case, special arrangements must be made for your supervisor to speak directly with the internship coordinator about your performance.
11. At the conclusion of your internship, complete an Internship Portfolio and prepare a brief presentation outlining your experience, and give it to the internship coordinator.

Student Name _____ SID # _____

Mailing Address _____ City _____ State _____ Zip _____

Telephone Number _____ E-mail Address _____

Major _____ Minor _____

Class Standing _____ Projected Graduation Date _____ Cumulative GPA _____

The University and Board of Regents have set a standard for 45 hours of work for each unit of internship credit. The intern applicant has agreed to work _____ hours per week for _____ weeks. Therefore, the student requests to be awarded 1/2/3 units of credit for CSC 493 for the Fall/Spring/Summer _____ semester. (Please circle the number of units you would like to enroll in, circle the term you will be earning the credit, and indicate the year of the semester.)

DEPARTMENT INFORMATION

The Department agrees to the following:

1. Select students who are in good academic standing.
2. Faculty who agree to supervise Honors Internships for University Honors students should consult the Guidelines for Honors Internships, <http://www.honors.arizona.edu/HonorsAcademics/Policies/IndvStudies.htm>, as endorsed by the Undergraduate Council, 4/7/2009.
3. Ensure that students are NOT awarded internship credit for their ongoing job.
4. Inform students of the necessity of complying with pertinent department and workplace policies and procedures.
5. Require that the internship coordinator documents communications with the student and the work supervisor regarding internship activities.
6. Notify the student that, unless other agreements are made between the student and the department, the department will not be responsible for any financial obligations incurred by the student for his/her participation; this includes, but is not limited to, travel and housing arrangements.
7. Notify the student that neither the department nor the University will be responsible for the payment of any medical care for injuries alleged to have resulted from the student's work experience.
8. If the student's internship involves doing research with human subjects (e.g., collecting data), make sure that Human Subjects training is provided as appropriate to the student's assignment. [Check the Human Subjects Protection Program to determine if training is needed: <http://www.irb.arizona.edu/faqs.html>]
9. Address the kind and amount of compensation (if any) that the department permits for internship credit (e.g., volunteer work, paid employment, a scholarship, room and board). Note: The Department of Computer Science allows internship credit for paid and unpaid internships.
10. Send to the supervisor of the sponsoring organization a notice regarding letter of successful completion; specify the deadline for this letter to be returned to your assigned Academic Advisor

Academic Services Office

The University of Arizona | College of Science | Department of Computer Science

1040 E 4th Street Gould-Simpson Room 917, Tucson AZ 85721

advising@cs.arizona.edu

SPONSORING ORGANIZATION INFORMATION

Student to include with internship application:

- 1) **Internship position description and/or job posting.**
- 2) **Letter of hire from sponsoring organization.**

Sponsoring Organization: _____

Division/Department: _____

Internship Supervisor: _____ Supervisor's Title: _____

Supervisor's Email: _____

