

Internship Agreement

Carnegie Mellon University

BXA Internships

Internships provide on-the-job experience, college credit and possible opportunities for employment. **Sophomores, juniors and seniors in good academic standing** are eligible to receive academic credit for an internship.

Students usually network for their own internship opportunities. They can consult the Career & Professional Development Center, attend campus job fairs or seek publicly posted positions.

- **Only one BXA Internship** will be counted towards graduation requirements.
- Internship credit may range from **3-12 units**. (To earn **9 units** the student must work **135 hours** at the internship.)
- If approved, the student will be registered for course **52-590**. 3-12 units (135 hours=9 units)
- Grading is **Pass/No Pass** only.

BXA Internship Procedures

1. **Obtain a Site and Supervisor.** The student contacts the organization and makes arrangements for the internship.
2. **Internship Agreement Form.** The student must complete this Internship Agreement Form with a clearly written proposal for the internship and obtain the signature of the site supervisor. The student should bring the completed form to the BXA office. Students may not register online for an internship. The student should give a copy of the internship agreement to the site supervisor.
3. **Supervisor Evaluation.** The site supervisor is required to send a final performance evaluation to the student's BXA academic advisor. This evaluation must be received before the last day of classes in order for a passing grade to appear on the student's grade report.
4. **Summary Report.** The student is required to submit a final summary report to their BXA academic advisor. This report should describe the internship experience in detail. It must be 2-3 typed pages. In order for the grade to appear on the student's semester grade report, the summary must be completed before the last day of classes. **It is recommended that students keep a daily journal of their internship experience.**

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BXA Internship Agreement Form

Intern

Name: _____ Andrew ID: _____

Local Phone: _____ Email: _____ Class: SO JR SR

Internship Site

Supervisor Name: _____ Title: _____

Organization: _____ Daytime phone: _____

Organization Address: _____ City/State/Zip: _____

Internship period: Fall 20____ Spring 20____ Summer 20____

Hours to be worked (estimate): _____

Internship Proposal

Please print clearly or attach a separate sheet.

Required Signatures

Intern _____ Date _____

Site Supervisor _____ Date _____

BXA Academic Advisor _____ Date _____

Return this completed form with internship proposal to:

M. Stephanie Murray or Carrie Settle Hagan
BXA Intercollege Degree Programs
Hall of the Arts 211

Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213
Tel: (412) 268-1745 Email: msmurray@andrew.cmu.edu / Tel: (412) 268-8326 Email: csh@andrew.cmu.edu