Internship Sponsor Guide

Carnegie Mellon University in Rwanda

Kigali, Rwanda

November 3, 2014

S. Zain Khan, CMC
Professor of the Practice in ICT
zain@andrew.cmu.edu
+250-78-485-5415
Internship Sponsor Guide

Introduction
With a history of excellence in higher education and as a global thought leader in technology innovation, Carnegie Mellon is the first top-ranked U.S. research institution offering graduate degrees in Africa with an in-country presence and on-site faculty.

CMU’s academic programs in Rwanda include a Master of Science in Information Technology (MSIT) [http://www.cmu.edu/rwanda/degree-program/index.html](http://www.cmu.edu/rwanda/degree-program/index.html) and the recently introduced Master of Science in Electrical and Computer Engineering (MSECE) [http://www.cmu.edu/rwanda/degree-program/msece/index.html](http://www.cmu.edu/rwanda/degree-program/msece/index.html). Each of these programs covers a wide multi-disciplinary curriculum including core and elective courses.

These professional graduate degree programs integrate, engineering, technology, management, and industry experience to prepare students to become intelligent decision makers in the fields of information technology and engineering. Students will gain the strategic thinking skills and insight that are essential for technology leaders in today's competitive business environment.

Although the two master’s programs have some commonalities, the requirements and contents differ. The Master of Science in Information Technology (MSIT) [http://www.cmu.edu/rwanda/degree-program/index.html](http://www.cmu.edu/rwanda/degree-program/index.html) will prepare the next generation of technology managers and innovators through a multidisciplinary curriculum that includes key topics in ICT, such as computer networking, mobile applications, information security and software development, as well as critical business areas such as finance, operations and entrepreneurship.

The Master of Science in Electrical and Computer Engineering (MSECE) [http://www.cmu.edu/rwanda/degree-program/msece/index.html](http://www.cmu.edu/rwanda/degree-program/msece/index.html) offers students a background in the fundamentals of electrical or computer engineering, as well as the opportunity for in-depth specialization in a particular aspect of these and related fields. As is the case with the MSIT program, students in the MSECE program can take electives of their choice in order to specialize and/or obtain a broader learning experience in ICT.

What is CMU Student Internship?
Students participate in internships after the first academic year. The enterprise or organizations ("Internship Sponsor") host the “Intern Student(s)” in their place of business offices for the duration of the internship in order to perform tasks agreed in a Memorandum of Understanding (MOU) between the Internship Sponsor and the Intern.
Student(s). The tasks performed by the student during the internship are an integral part of the student’s course of academic study (e.g. a practical application of material taught in the classroom).

**What are the Benefits for the Internship Sponsor?**

The internship provides the Internship Sponsor with the opportunity to engage with our students and leverage their expertise for the benefit of the Internship Sponsor’s organization. It is also an excellent opportunity for companies looking for highly skilled graduates to benefit from their full-time employment within the company while at the same time evaluating whether there is a fit between the students and the organization. The Intern Student(s) fully understand that the internship engagement is not related to any commitment on the part of the Internship Sponsor to employ the student(s) upon graduation.

Successful internships can and do lead to more collaboration between the Internship Sponsor and CMU in Rwanda and our other campuses. In summary, our internship program allows the Internship Sponsor to be associated with a leading globally recognized educational and research university and would strongly encourage your engagement with CMU in Rwanda.

**What are the tasks that can be performed by the student during the internship?**

It is expected that the student will work on tasks that benefit the employer. Those tasks should be related to operations in the enterprise and other relevant institutions and should be mapped according to the core competencies of the Intern Student(s). This work should also be complemented with opportunities for the student(s) to learn and develop new skills. This can be done by allowing the students to work with specialist resources within the Internship Sponsor’s company thereby allowing the student(s) to learn organizational and operational processes, or become familiar with other business functions. This could include participating in business meetings, acting as part multi-functional project teams, and even sharing their own knowledge in areas of their specialty with junior staff. The majority (i.e. greater than 50%) of the internship should be spent learning and developing skills.

**What are the responsibilities of the Internship Sponsor?**

The Internship Sponsor is responsible for providing the student(s) with the work experience as agreed in the MOU.

The Internship Sponsor is responsible for the travel, lodging and living expenses of the Intern Student for internships outside of Kigali, Rwanda. Additionally the Internship Sponsor
will pay the student a work stipend for the duration of the internship, based on the internal practices of the Internship Sponsor.

**What are the responsibilities of CMU in Rwanda?**

CMU will make information about the internship opportunities available to students and will assist in the selection and placement of the student(s) with the Internship Sponsor. CMU will consult with the Internship Sponsor and their staff to ensure a smooth start of the internships.

**How does the Internship Sponsor apply for the program?**

The internships will take place during the three-month period from mid-May to mid-August 2015.

Please [click here](#) to apply to be an Internship Sponsor.

**Contact**

For any further questions related to internship for our students in your company, or if you have any other questions related to how you can engage with CMU, please contact:

**S. Zain Khan, CMC**  
Professor of the Practice in ICT  
Carnegie Mellon University in Rwanda.  
Mobile Tel: (+250) (0) 78 485-5415  
Email: zain@andrew.cmu.edu