Internship Agreement

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 also consult the Career & Professional Development Center, bulletin boards or campus email announcements.

- **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 in the Solar Decathlon House. 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 Academic Advisor of BXA Intercollege Degree Programs. 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 the Academic Advisor of BXA Intercollege Degree Programs. 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.**
Internship Agreement

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
CFA Dean’s Office, Solar Decathlon House
Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213-3890
Tel: (412) 268-1745 Email: msmurray@andrew.cmu.edu / Tel: (412) 268-8326 Email: csh@andrew.cmu.edu