

**Bachelor of Humanities and Arts (BHA)
Bachelor of Science and Arts (BSA)
Bachelor of Computer Science and Arts (BCSA)**

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 bulletin boards, CMU Career Services 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 62-590**. 3-12 units (135 hours=9 units)
- Grading is **Pass/Fail** only.

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 MMCH 107. 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 Associate Director of BXA Interdisciplinary 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 Associate Director of BXA Interdisciplinary 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 Form

Intern

Name: _____ SS#: _____

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

Internship Site

Supervisor Name: _____ Title: _____

Organization: _____ Daytime phone: _____

Organization Address: _____ City/State/Zip: _____

Internship period: Fall of _____ Spring of _____ Summer of _____

Hours to be worked (estimate): _____

Internship Proposal

Please print clearly or attach a separate sheet

Required Signatures

Intern date

Site Supervisor date

Associate Director BXA Interdisciplinary Degree Programs date

Return this completed form to:

Ari Blackford
BXA Interdisciplinary Degree Programs, MMCH 107
Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213-3890
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