Internship Policy
Information Systems Program

Internships are supervised work experiences either on or off campus and are related to your academic interests and career goals. As an Information Systems major you may apply a cumulative maximum of 3 units of academic credit for internship experience toward your undergraduate degree.

To earn academic credit, you must arrange an Information Systems faculty sponsor who agrees to define the academic component of your work, monitor your progress, and assign a final grade. You also need to have a work site supervisor willing to communicate with the faculty sponsor and provide an evaluation of your work before a final grade is assigned. Information Systems internships will be graded on a pass/fail basis only.

The course number for an IS internship is 67-505; the course section is determined by the faculty member who works with you. You may apply for 1 unit, 2 units or 3 units of credit for an IS internship. No more than 3 units of internship credit may be applied toward your Information Systems degree.

Permission for receiving credit is given after the attached contract form is completed and returned to the program's academic advisor at which time the internship will be added to your schedule of classes.

You must satisfy the following requirements to be eligible for internship credit:

• Sophomore, junior or senior standing, and a cumulative QPA of 2.5 or higher.

• The internship must be related to information systems.

• Application (including project proposal and site supervisor's signature) must be complete prior to the first day of classes for the semester in which you will have the internship.

• You must be enrolled in the IS internship course while you are doing the internship work. Retroactive credit for internships will not be granted.

• You must maintain regular contact with your faculty sponsor as agreed to at the beginning of the internship.

• In addition to any required written assignments, upon completion (but before grades are due) you must submit a reflective evaluation of your internship experience to the faculty sponsor.

Additionally, students are responsible to see that site supervisors submit a brief written evaluation of the student's internship to the faculty sponsor before the grade is entered.

10/2012
Application for Internship Credit
Information Systems Program

Date: ________  Semester: ________

Student’s Last Name: ___________________________  First Name: ___________________________
Andrew ID: __________  Class: Sophomore  Junior  Senior

Course Number: 67-505
Course Section: _______
Number of Units: _______

Faculty Sponsor: _______________________________________________________________________
(Please Print)

Company / Organization: __________________________________________________________________

Address: _____________________________________________________________________________

Site Internship Supervisor (name and title): ________________________________________________

Phone/Fax/E-mail: _______________________________________________________________________

Academic Component of your internship: proposal of project, assignment(s), grading criteria and
deadlines:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Student Signature: ___________________________  Date: _______________________  

Site Supervisor Signature: ___________________________  Date: _________________________

Faculty Sponsor Signature: ___________________________  Date: _________________________

Academic Advisor: ___________________________  Date: _________________________

Application Deadline: Prior to the first day of classes for the semester of the internship.

Return To:
Carol S. Young
Senior Academic Advisor
Information Systems Program
Dietrich College of Humanities and Social Sciences
Porter Hall 222F
caroly@cmu.edu

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S3 Updated: ________ Date: ________