Internship for Credit in the Information Systems Program
Policy Statement

Internships are supervised work experiences either on or off campus and are related to your academic interests and career goals. 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 a maximum of 12 units of internship credit may be applied toward your Information Systems degree as an undergraduate student.

Permission for receiving credit is given after the attached contract form is completed and submitted to an IS advisor, Brandy Wilson, Correy Dandoy or Gary DiLisio (Hamburg Hall 3031). An IS advisor will add the internship to your schedule of classes.

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

- 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.
Internship Credit Request
Information Systems Program

Date: ___________________        Semester: ________________________

Student’s Last Name: _____________________________ First Name: ______________________________
Andrew ID: __________________________

Course Number: 67–505   Information Systems Internship
Course Section: ____________
Number of Units: ____________
Class: __ Freshman__ Sophomore__ Junior__ Senior

Faculty Sponsor:   _________________________________________________________________
Company / Organization:  _________________________________________________________________
Address:    _________________________________________________________________
Internship Supervisor (name and title):  __________________________________________________
Internship Supervisor Phone/Email:  __________________________________________________

Academic component of internship (proposal of project, assignment(s), and deadlines:
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

Student Signature: _______________________________________________ Date: _____________________
Site Supervisor Signature: ________________________________________ Date: _____________________
Faculty Sponsor Signature: _______________________________________ Date: _____________________

Application Deadline: End of first week of classes of the semester of the independent study.
Return to:
Gary DiLisio 
Associate Director of Brandy Wilson  
Undergraduate Education Senior Academic Advisor  
Information Systems Academic Advisor  
Hamburg Hall 3031 Information Systems  
Hamburg Hall 3031 Information Systems  
gdilisio@andrew.cmu.edu brandyw@andrew.cmu.edu  
correy@cmu.edu

☐ Approved  
☐ Not Approved  

S3 Updated: ____________ Date: _________________  
IS Academic Advisor Signature / Date

Revised: 3/2019