

## **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.

Permission for receiving credit is given after the attached contract form is completed and submitted to an IS advisor: Correy Dandoy, Gary DiLisio, Jessica Lutz, or Sarah Avery (contact information on page 2). 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:

**Correy Dandoy**

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**Carnegie Mellon University**  
Information Systems

Revised: 6/2022

Approved

Not Approved

IS Academic Advisor Signature / Date \_\_\_\_\_

S3 Updated: \_\_\_\_\_ Date: \_\_\_\_\_

