Carnegie Mellon University
Information Systems

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 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: 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.
- Complete assignments as outlined in the syllabus.
  - Assignments may differ from semester to semester. Discuss these adjustments with your 67-505 advisor.

Internship Credit Request
Information Systems Program

Date: 67-505 Semester:

Student's Last Name: First Name: Andrew ID:

Number of CPT Credits completed to date:
- *No more than 12 units of internship credit may be applied toward your Information Systems degree as an undergraduate student.*

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:

Course Number: 67–505 Information Systems Internship Advisor Additions:

Course Section: *Number of Units:*

Faculty Sponsor:

67-505 Request: *Approved*   *Not Approved*

Academic Advisor Signature / Date:

S3 Updated Date:

Application Deadline: End of first week of classes of the semester of the independent study.
Return to:

Correy Dandoy	**Gary DiLisio**	**Jessica Lutz**	**Sarah Avery**
Senior Academic Advisor Information Systems Hamburg Hall 3046 correy@cmu.edu	Director of Undergraduate Education Information Systems Hamburg Hall 3048 gdilisio@andrew.cmu.edu	Academic Advisor Information Systems Hamburg Hall 3047 jlutz2@cmu.edu	Academic Advisor Information Systems Hamburg Hall 3045 savery@andrew.cmu.edu