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.

Revised: 8/2015
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:
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