

University of Arizona Department of Computer Science  
INTERNSHIP APPLICATION FORM

STUDENT INFORMATION

Eligibility for an internship is based on the following qualifications:

1. Be in good academic standing with the University of Arizona and have maintained at least a 2.00 grade point average (major and cumulative) at the University of Arizona prior to enrolling for an internship.
2. Have sophomore or higher status with completion of the following required courses listed in the department curriculum: CSC 127A/110, CSC 127B/120, and CSC 245.
3. Continuing students should have completed at least two full-time semesters--a minimum of 24 University Credits. Transfer students should have completed at least one full-time semester--a minimum of 12 University Credits.
4. Be currently enrolled at The University of Arizona.
5. Be a declared major or minor in the Department of Computer Science.

The intern student agrees to the following:

1. Apply at by the last day of classes of the semester prior to participation. Students must complete this form and obtain all signatures prior to submitting the Intern Application packet to the Department of Computer Science.
2. Students may receive credit for an internship only once; additional internship credit (for a maximum of 6) must be with a different organization.
3. Pay all registration fees associated with the credits to be earned. Students must enroll in the credits the semester in which the internship credit is being earned; exceptions will not be considered. If you receive financial aid, consult with the Financial Aid and/or Scholarship Office prior to registering.
4. Discuss with your prospective supervisor at the work site the possible risks and dangers associated with the planned internship. Then complete and sign the Internship Assumption of Risk Release Form and submit it to the department offering the internship course.
5. Complete all academic assignments and reporting requirements of the internship as specified by the department.
6. Recognize that you are representing The University of Arizona as an ambassador to the community and abide by the University and Department Student Code of Conduct and Code of Academic Integrity.
7. Understand and follow the policies, procedures, rules, and regulations of the sponsoring organization.
8. Be prepared to perform your internship duties for the hours and duration specified. Talk with the supervisor about any University holidays.
9. Ensure that your direct supervisor is able and willing to submit an evaluation on your behalf. Some organizations have personnel policies prohibiting your supervisor from providing a written intern evaluation. If this is the case, special arrangements must be made for your supervisor to speak directly with the course instructor about your performance.
10. At the conclusion of your internship, complete the Internship Portfolio, and give it to the course instructor.

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Student Name \_\_\_\_\_ SID # \_\_\_\_\_

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Local Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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( ) - ( ) - ( ) -  
Local Telephone Number Work Telephone Number Cell Phone Number

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E-mail Address \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

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Class Standing \_\_\_\_\_ Projected Graduation Date \_\_\_\_\_ Cumulative GPA \_\_\_\_\_ Semester & Year \_\_\_\_\_

## DEPARTMENT INFORMATION

The University and Board of Regents have set a standard for 45 hours of work for each unit of internship credit. The intern applicant has agreed to work \_\_\_\_\_ hours per week for \_\_\_\_\_ weeks. Therefore, the Department agrees to award \_\_\_\_\_ units of credit for the following course \_\_\_\_\_ for the \_\_\_\_\_ semester.

The Department and/or Course Instructor agree(s) to the following:

1. Select students who are in good academic standing.
2. Faculty who agree to supervise Honors Internships for University Honors students should consult the Guidelines for Honors Internships, <http://www.honors.arizona.edu/HonorsAcademics/Policies/IndvStudies.htm>, as endorsed by the Undergraduate Council, 4/7/2009.
3. Ensure that students are NOT awarded internship credit for their ongoing job.
4. Inform students of the necessity of complying with pertinent department and workplace policies and procedures.
5. Require that the instructor documents communications with the student and the work supervisor regarding internship activities.
6. Notify the student that, unless other agreements are made between the student and instructor, the instructor and department will not be responsible for any financial obligations incurred by the student for his/her participation; this includes, but is not limited to, travel and housing arrangements.
7. Notify the student that neither the instructor nor the University will be responsible for the payment of any medical care for injuries alleged to have resulted from the student's work experience.
8. If the student's internship involves doing research with human subjects (e.g., collecting data), make sure that Human Subjects training is provided as appropriate to the student's assignment. [Check the Human Subjects Protection Program to determine if training is needed: <http://www.irb.arizona.edu/faqs.html> ]
9. Address the kind and amount of compensation (if any) that the department permits for internship credit (e.g., volunteer work, paid employment, a scholarship, room and board).
10. Send to the supervisor of the sponsoring organization a notice regarding letter of successful completion; specify the deadline for this letter to be returned to the course instructor.

<u>Computer Science</u>	<u>College of Science</u>		
Department	College/School		
<u>Bridget Radcliff</u>	<u>Manager, Academic Services</u>		
Internship Instructor	Title		
<u>1040 E 4<sup>th</sup> Street Gould-Simpson Room 923</u>	<u>Tucson</u>	<u>AZ</u>	<u>85721</u>
Department Mailing Address	City	State	Zip
<u>bewrad@cs.arizona.edu</u>	<u>(520) 621-4632</u>		
E-mail Address	Telephone		

## SPONSORING ORGANIZATION INFORMATION

Student to include with internship application:

- 1) Internship position description and/or job posting.
- 2) Letter of hire from sponsoring organization.

Sponsoring Organization: \_\_\_\_\_

Division/Department: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

CONDITIONS OF AGREEMENT

The Department and Sponsoring Organization, in finalizing this agreement, shall make no distinctions or discriminate against any applicant for internship credit on the basis of sex, race, creed, national origin, age, or handicap.

In consideration of the opportunity to participate in this internship, the undersigned Student and Sponsoring Organization do for themselves, their heirs, administrators and assigns, hereby release, discharge, and indemnify the University of Arizona, the College/School of Science the Department of Computer Science, its representatives, administrators, employees, and students from any and all liabilities, losses, damages, claims, fines, suits or actions of any kind and nature, resulting from or arising out of any actions, omissions, or negligence of the performance of this agreement. Furthermore, the Sponsoring Organization will provide the student intern with safety procedures and information as is customarily provided regular employees of the Sponsoring Organization.

INFORMED LIABILITY STATEMENT

I understand that The University of Arizona and its representatives have arranged to establish an internship position with the Sponsoring Organization, which complies with academic, and employment regulations, policies, and procedures of The University of Arizona.

The daily managerial control and working conditions of the internship are under the sole discretion of the Sponsoring Organization and it's designated agents. Consequently, I understand that The University of Arizona, College/School of Science, the Department of Computer Science, its deans, directors, administrators, and employees, do not assume and cannot assume any liabilities, losses, or damages to me or others resulting from or connection with acts, judgments, omissions, or negligence occurring during my work for and with the direction of the Sponsoring Organization or its agents. In consideration of this, I have been informed of the importance of securing employer benefits or making my own arrangements for personal and professional liability.

This agreement can be terminated at any time by mutual consent of the Sponsoring Organization, course instructor, and the student.

Student intern agrees to notify the Sponsoring Organization and the College/School Department two weeks prior to the end of the internship.

I have read and understand this document.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsoring Organization Supervisor (if allowed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Course Instructor

\_\_\_\_\_  
Date

11/16/2016