

Computer Science Department Requirements for Academic Internships

September 11, 2008

Students who want to enroll in CS 199R (Academic Internship) must satisfy the following requirements/guidelines:

1. Must be a current student in good academic standing in one of the degree programs (i.e., B.S., M.S., or Ph.D.) offered by our department and a full-time student at BYU for at least 8 months.
2. Must be an **international student**.
3. Work *part time* during regular semesters and *full time* or *part time* during spring or summer terms.
4. Must enroll in CS 199R for at least 0.5 credit hour (up to 3.0 credit hours) during the semester/term when the student participates in the internship program.
5. Must receive the approval to enroll in CS 199R from the department academic internship coordinator at least five school days before the start date of the internship position, which is the minimal amount of time required to process your request for enrolling in CS 199R.
6. Must be offered an internship position by a company who has already signed or is willing to sign a **Master Internship Agreement** required by the Office of Internships at BYU (<http://webpub.byu.edu/internships-byu/>). Students whose sponsored companies have not signed a Master Internship Agreement must download a copy of the agreement (from the Office of Internships Web site) and ask the companies to sign and return the agreement to the Office of Internships. The CS department academic internship coordinator will not process any student's request for enrolling in CS 199R until after his/her sponsored company has signed the Master Internship Agreement.
7. Information (such as contact person, phone, email address, etc.) of the company who offers the internship position must be kept up-to-date (after the company has signed a Master Internship Agreement), and it is the student's responsibility to fill out either an **Experience Information Sheet** (for internship positions offered in the country) or an **International Experience Information Sheet** (for international internship positions) and return the filled-out experience information sheet to the Office of Internships.
8. Must wait for written authorization from the Office of International Services at BYU prior to starting the intership employment.
9. Must have an **official appointment letter** from the sponsored company, i.e., the company that offers the internship position. The appointment letter must clearly state
 - (a) The *official title* of the internship position.
 - (b) The *job responsibility* and *skills* required for the internship position.
 - (c) The *start* and *end date* of the internship position such that the start date cannot be earlier than the 1st day of the semester/term when the position is offered, whereas the end date cannot be later than the day before the 1st day of the next semester/term.
 - (d) The internship position is a *part-time* or *full-time* position.

NOTE: The department internship coordinator is responsible for assisting international graduate/undergraduate students of the department enrolling in CS 199R. The coordinator does not recruit students of the department for internship positions that are offered by companies who look for interns.