# University of Texas at El Paso
## Department of Computer Science
## Undergraduate/Graduate Internship for Credit Application Form

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| **STUDENT NAME:** | **STUDENT UTEP ID:** |
| **COMPANY NAME & ADDRESS:** | **REPRESENTATIVE/SUPERVISOR:** |
| **POSITION TITLE:** | **PAID/UNPAID:** |
| **VIRTUAL or ON SITE?** | **DURATION (Start and end dates):** |
| **DEGREE PROGRAM:** | **NUMBER OF HOURS PER WEEK:** |

I, the undersigned, agree to the work term with the listed employer on a prescribed pattern of training and to abide by the policies and procedures established by department's Internship Program. I am responsible for adhering to all policies and procedures of the hiring organization.

The student should discuss any changes or **problems** during the co-op/intern term with the Career Services Program Manager BEFORE taking action. No student should voluntarily leave or change the co-op/internship unless released by the Career Services Director.

The appropriate program director will award a passing grade based on:
1. Satisfactory completion of work term
2. Employer's Post Internship Confirmation Form
3. Submission of a 2 page summary report by the student

**Due date:** The last day of classes in the term the student is registered. (In order for the instructor to enter a grade, this is required whether the internship has ended or not. If this is impossible, the student should contact the appropriate program director to get incomplete for grade.)

Failure to comply with these requirements will result in a failing grade.

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Check one:   U.S. CITIZEN (  )   PERMANENT RESIDENT (  )   INTERNATIONAL (  )

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Have you done a co-op/internship before?   YES___   NO___ (If yes, explain)

Have you been employed by this company/organization before?   YES___   NO___ (If yes, explain)

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(Computer Science pre-internship form, 5/17/2024)

Specify academic term when you completed CS 3331:_____ Grade Earned: _____

Which course would you like to register for? CS 4373__ CS 4273__ CS 4173__ CS 5373*__

Which academic term would you like to register for? _____

(You need at least 100 hours of internship for each credit. For example, 300 hours for CS 4373.)

(* For CS 5373 a Fast-Track application must be submitted to the appropriate program director)

In the space below, please provide a brief description of the anticipated internship work. (If the work is still undefined, at least provide the description of the internship from the form you used to apply for the internship.)

_____

UTEP Undergraduate Program Director / MSSwE Program Director Signature     DATE

_____

Student Signature                                                        DATE

(Computer Science pre-internship form, 5/17/2024)