Department of Computer Science Undergraduate Internship
Memorandum of Understanding (MOU)

This MOU is between the Department of Computer Science, Loyola University Chicago, the provider of the internship opportunity _____________________ (hereafter referred to as the employer), and the Loyola student who is applying for an internship ________________ (hereafter referred to as the student).

The employer understands that this internship is intended to contribute to the Computer Science and/or Information Technology education of the student and that the student will receive academic credit for this internship. The employer is expected to primarily assign duties to the student which will expand the student’s experience in the design, construction, testing, or documentation of computer software or information technology products, processes, systems, or algorithms, in a practical situation outside the classroom. The student agrees to work on the internship for at least ___ hours in total between the dates _______ and _______. The student may continue to be employed after the academic internship ends.

The employer or supervisor of the student and the student both agree to communicate status information during the internship plus ending written reports to the Loyola Computer Science Department by the date, _______. This date must be after the ending date of the internship, above, but no later than a week after the end of the internship, and no later than one day before the end of final exams for the internship term in which the student is enrolled. The ending reports may be emailed separately to internships@cs.luc.edu.

Internship status information should cover how the internship is going and current duties of the student. The employer/supervisor's ending report may be a very brief emailed assessment of the activities of the student. This assessment will include a general description of the duties of the student, whether they were completed in a professional manner, and the total number of hours that the student worked at the internship.

One internship credit hour is awarded for every 50 work hours. The student's report should be a written 2-4 page assessment of her or his work, if receiving up to 3 units of credit, or 3-5 pages if receiving more than 3 units of credit. This assessment will include a description of the duties of the student, and an explanation of how these duties contribute to the computer science and/or information technology education of the student. The student must also include a brief reflection about how their internship relates to the Loyola Mission.

Neither the employer nor the student is required to divulge any trade secrets or other confidential product information to the Department in their written assessments. There is no legal binding of any kind between the signatories and all signatories will work in good faith to accomplish the spirit of this understanding.

The computer science department will consider the internship for ___ units of academic credit for the semester in which the internship ends, based on the information supplied by the student and the employer.

If any party finds an impediment to the successful completion of this MOU as stated above, that party agrees to inform the other parties in a timely fashion.

Employer representative:
Name____________________ Position_____________ Signature___________________ Date________

Student:
Name____________________ Signature___________________ Date________

Computer Science Department Representative:
Name____________________ Signature___________________ Date________
Undergraduate Computer Science Internship Confirmation Sheet

Student name____________________________ Semester/Summer Session of Internship__________

Either electronically remove the untrue yes/no responses below or circle/highlight the true responses:

1. I understand I must be registered by the normal deadline for the semester or summer session of this internship in order to get academic credit for my internship. yes  no
2. After discussing the kind of job I have arranged for with the Undergraduate Internship Coordinator and gotten approval for this work to be a CS internship, I have sent an email to the Undergraduate Internship Coordinator (internships@cs.luc.edu) including the semester I want to be registered and the number of requested units. yes  no
3. I will check LOCUS to make sure the Computer Science Department has registered me by the first Wednesday of classes and I will immediately alert the Undergraduate Internship Coordinator at internships@cs.luc.edu if the registration is missing. yes  no
4. I understand that the MOU and this Confirmation Sheet should be edited or scanned and emailed, preferably, to internships@cs.luc.edu, or delivered on paper to the Computer Science Department; this must be done before the internship can be registered. yes  no
5. I understand that reports must be submitted for every semester that I am registered for an internship, and reports must be received by the Undergraduate Internship Coordinator (internships@cs.luc.edu) before the last day of exams for that semester. If reports cannot be provided by then I will request an Incomplete for the internship. yes  no
6. This means the reports are due on the date: __________
7. My supervisor also knows that they and I will provide status information to the Coordinator during the internship and that a short supervisor's email is due by the date above, indicating my hours on the job and the level of satisfaction with my work. yes  no
8. I have noted the above date on my calendar and will remind my supervisor. yes  no
9. I understand that I may continue to work past the time reports are due, but that time is not counted as internship time for academic credit in the semester when the report is filed (though it is fine for CPT for F-1 visas). yes  no
10. I understand that I may start work before the semester formally starts and count that time in my internship for credit, as long as the internship and report are completed during the semester when I am registered. (This is not allowed if you are also doing CPT for an F-1 visa.) yes  no
11. The number of units of credit I am requesting is: _____
12. The minimum number of work hours is 50 times the number of units = ___ hours. yes  no
13. I will be working at least this number of hours before my report is due. yes  no
14. Looking at the text of the MOU about reports and the number of units I want, my report needs to be at least ______ pages long.
15. I will keep a copy of this confirmation sheet and MOU for reference during the internship in case I have any questions. yes  no
16. I will notify the Undergraduate Internship Coordinator if conditions change and any part of this agreement appears to become unworkable. yes  no