



## Department of Computer Science Undergraduate Internships

### Memorandum of Understanding

This MOU is between the Department of Computer Science, Loyola University Chicago and the provider of the internship opportunity \_\_\_\_\_ (hereafter referred to as the employer), and 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 students experience in the design, construction, testing, or documentation of computer software or information technology products, systems, technology, 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 written reports to the Loyola Computer Science Department by the date, \_\_\_\_\_. Make sure this date is *after* the ending date of the internship, above, but no later than a week after the end of the internship, and also *no later than one day before the end of final exams for the semester in which the student is enrolled* for the internship. The reports may be emailed separately to [internships@cs.luc.edu](mailto:internships@cs.luc.edu).

The employer/supervisor's 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.

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.

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 the 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 of Internship \_\_\_\_\_

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

- 1 I understand I must be registered by the normal deadlines 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, I have sent an email to the Undergraduate Internship Coordinator ([internships@cs.luc.edu](mailto:internships@cs.luc.edu)) including the semester I want to be registered and the number of units. yes no
- 3 I will check Locus to make sure the Computer Science department has me registered by the first Wednesday of classes and I will immediately let the administrator know ([jrom1@luc.edu](mailto:jrom1@luc.edu)) if the registration is missing. yes no
- 4 I understand that the MOU and this Confirmation Sheet should be scanned and emailed preferably ([internships@cs.luc.edu](mailto:internships@cs.luc.edu)), or delivered on paper to the Computer Science Department, or faxed to the Undergraduate Internship Coordinator (312-915-7998) before the internship or at the beginning of the internship. yes no
- 5 I understand that reports must be submitted for each semester that I am registered for an internship, and reports must be received by the Undergraduate Internship Coordinator ([internships@cs.luc.edu](mailto:internships@cs.luc.edu)) *before* the last day of exams for that semester. yes no
- 6 This means the reports are due on the date: \_\_\_\_\_
- 7 My supervisor also knows that a short supervisor's email is due by the same time, indicating my hours on the job and the level of satisfaction with my work. yes no
- 8 I have noted this 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.
- 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