Computer Science - Internship Approval Form

- Students can receive one credit hour by enrolling in the CS Internship Course CS4100, CS5100, or CS7100.
- The internship course is for Computer Science majors and minors only.
- It is the student's responsibility to contact an employer to find an internship.
- The Office of Career Services at Texas State can also assist in finding internships.
- When the department receives a notice from the industry for an internship job opening, the job notice is posted to the department´s online posting board within the department website.

The Approval Process
(Students must complete the approval process at least one week before the first day of class.) The student, along with their internship supervisor, must complete the approval form on the second page.

The following documents must be received by the CS department Administrative Assistant to be considered:

- Internship offer letter on their company letterhead.
- Completed and signed internship course approval form

Once all required forms are received, a brief interview will be scheduled with the Department Chair and student to review the internship offer.

Course Progress Forms:

During your internship, you will be required to submit a midterm report and final report.

Computer Science Internship Approval Form

To be completed by student: Course Level: Select Course

Student Name: Student A-Number:

Company Sponsoring Internship:

Worksite Address:

Supervisor's Name and Title: Supervisors Email Address:

A midterm report and a final report will be required for this course.

Student signature: Date:

To be completed by internship supervisor:

Internship Start Date: Estimated End Date:

How many hours per week will student be working:

In the following space, please provide a description of the work to be done by the student:

Supervisor - Please note that you are expected to review and comment on the student's required midterm and final internship reports.

Supervisor Signature: Date:

Department Chair Approval: Date: