

**Memorandum of Understanding
Between CCSU Computer Science Department, Employer, and Student
Internship for Computer Science Majors**

A student internship with a company that earns academic credit involves an understanding among at least three parties, the student, the company, and the academic department. Both the company and the department will have designated representatives. In order to receive academic credit for an internship, it must be aligned with an academic term (spring or fall semester, or a summer term).

The purpose of this memorandum is to record the expectations of each party:

- The **student** will identify the internship opportunity they wish to pursue.
- The **company/employer** will provide a description of the work the student is expected to perform, along with any preparation expected of the student. The job description will need to correlate with some courses offered by the department.
- The **department**, through a designated internship coordinator, will ensure the worthiness of the proposed internship for academic credit, will interact regularly with the student and the employer throughout the term of internship, and assess the student performance in coordination with the employer.

Before and during the internship term, the parties will adhere to the following timeline:

Stage	Department	Company/employer	Student
Preliminary At least four weeks before START	Collect/identify internship opportunities	Register interest with department	Register interest with department, Identify internship opportunities
	Rate creditworthiness	Describe work in terms of course description	Compare transcript with work level
Approval At least two weeks before START	Identify departmental internship advisor		Meet departmental internship advisor
	Evaluate student preparation for work description		Exhibit some understanding of work
	Evaluate and accept the signed form	Sign form	Obtain signatures on form and deliver to department
Internship begins (START)			
Internship	Read one student report and meet twice for discussions	As required by the employer	Meet twice for discussion
Internship ends			
Assessment Last week of academic term	Grading: Pass / Fail	Provide feedback to the department	N/A

Department

Employer

Student

(name)

(name)

(name)

(signature)

(signature)

(signature)

(date)

(date)

(date)