**Department of Computer Science and Engineering**

**Internship Approval Form** (12/12/22 revised)

Internship is an elective course in all CSE programs ([CSCI 3v75](https://uca.edu/ubulletin/courses/csci/) in our BS programs and [CSCI 5v75](https://uca.edu/gbulletin/courses/computer-science-csci/) in our MS program). In the context of an internship, the term **advisor** refers to the CSE department chair. The term **supervisor**, on the other hand, refers to the person who supervises your work at your employer’s site.

You must complete this form, signed by you and your supervisor, and submit it to your advisor at least a week before the beginning of the term in which you plan to enroll in an internship class.

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| **Student Name and UCA ID#** |  |
| **Student Major** |  |
| **Advisor Name and Email** |  |
| **Employer** |  |
| **Supervisor Name and Email** |  |
| **Period of Internship**  (Begin Date–End Date) |  |
| **# Hours of Work per Week**  You may receive 1, 2, or 3 credits for a minimum of 100, 150, or 200 hours of work, respectively. |  |
| **Nature of Work**  The work must be supervised and technical in nature. Routine jobs that do not require a background in Computer Science (*e.g.*, help desk specialist, data entry specialist, and technical support specialist) are not considered technical. |  |

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| Student | Date |
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| Supervisor | Date |