This form MUST be completed prior to registration by all graduate students wishing to enroll in the Professional Practicum/Internship course.

Authorization will be given for registration only when this form is returned to the Computer Science Department with the following information: (1) the formal letter offering the internship, clearly identifying the company or organization, (2) the dates of expected employment, and (3) a description of the nature of the employment.

Although this course carries zero credit hours, a pass/fail grade is still assigned; this will turn to an "F" on the transcript one year after registration in the course unless the following conditions are met upon completion of the internship: the student must provide the Computer Science Department with (1) a formal letter from the employer stating that the term of employment or internship was satisfactorily completed, and (2) a signed report from the student describing the educational benefits and experiences derived from the employment or internship, consistent with whatever nondisclosure agreements may have been required by the employer.

Student’s Name: _______________________________  ID Number: __________________
Semester: _____________________________________  Y798 Section No. ________

Registration checklist:

___ Offer letter; name and address of offerer:

_____________________________________________
_____________________________________________
_____________________________________________

___ Dates: From ______________   To   __________________

___ Description of work or task:

_____________________________________________
_____________________________________________
_____________________________________________

Received in CS dept by  _______________________________   Date:  _________

Completion checklist:

___ Exit letter

___ Student’s signed statement of educational benefits

"Pass" grade approved:

_________________________________________        __________
Signature, CS Director of Graduate Studies          Date