



Department of Computer Science Graduate 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 that 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 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 no later than a week after the end of the internship, and also *no later the Thursday of final exams for Fall or Spring, or the last Thursday of the summer session, in which the student is enrolled* for the internship. The reports may be emailed separately to gpd@cs.luc.edu. Be sure the report date satisfies these requirements.

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 agrees to work on the internship for at least ____ hours in total between the starting date _____ and the date, above, of the reports. *The student may continue to be employed after the reports are written, but further hours do not count for academic credit in semester the reports are written.*

The length of the graduate student's report depends on the number of credits. It should be 3-4 pages for 1 credit, 4-6 pages for 2 credits, 5-10 pages for 3 credits, and 8-12 pages for 6 credits. The report should be an assessment of the student's work. 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 _____

Graduate Student:

Name _____ Signature _____ Date _____

Computer Science Department Representative

Name _____ Signature _____ Date _____

Graduate Computer Science Internship Confirmation Page

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 to get academic credit for my internship. yes no
- 2: I have provided the GPD with a description of my job. (gpd@cs.luc.edu). yes no
- 3: I understand that the MOU and this Confirmation Sheet should be scanned and emailed preferably (gpd@cs.luc.edu), or delivered on paper to the Computer Science Department, or faxed to the GPD (312-915-7998) before the internship or at the beginning of the internship, and before classes start if possible, so department administrators can register me in the normal time. yes no
- 3: I will check Locus to make sure the Computer Science department has me registered by the first Wednesday of Fall/Spring classes or the first day of my summer session, and I will immediately let the GPD know (gpd@cs.luc.edu) if the registration is missing. yes no
- 4: I understand that reports must be submitted for each semester that I am registered for an internship, and reports must be received by the GPD (gpd@cs.luc.edu) no later than the Thursday of exam week for Fall/Spring or the last Thursday of the summer term in which I am enrolled, so a grade can be properly recorded. yes no
- 5: This means the reports are due on the date: _____
- 6: 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
- 7: I have noted this date on my calendar and will remind my supervisor. yes no
- 8: 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
- 9: If not doing CPT for an F-1 visa, 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. yes no
- 10: **The number of units of credit I am requesting is:** _____ credits
- 11: The minimum number of work hours is 50 times the number of units = _____ **hours**
- 12: I will be working at least this number of hours **before my report is due.** yes no
- 13: Looking at the text of the MOU about reports and the number of units I want, my report needs to have length at least _____ pages
- 14: I will keep a copy of this confirmation sheet and MOU for reference during the internship, in case I have any questions. yes no
- 15: I will notify the GPD if conditions change and any part of this agreement appears to become unworkable. yes no