

INTERNSHIP CONTRACT

Department of Computers

William Woods University

Fulton, Missouri 65251

STUDENT INFORMATION

Student's

Name _____

E-mail _____

Campus Box _____ Phone# _____

Internship Applying for (circle any/all that apply)

CIS 390 Experience 3 credits

CIS 451 Internship I 3 credits

CIS 452 Internship II 6 credits

1. I am a junior/senior (circle) with _____ credit hours as of the end of
_____ Term 20_____

a. My declared major is

b. I have cumulative GPA of _____.

c. My GPA within my major is _____.

2. The Computer Director of Internships will receive forms of recommendations
(included in this packet) from:

a. My Advisor: _____

b. Computer Faculty Member: _____

c. Other Individual aware of my potential

(could be faculty, staff or other individual): _____

3. Attached to this petition is:

a. a copy of my course history

b. a current resume

4. I request that I be considered as an Intern Candidate for _____ Term,
20_____

RETURN

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EMPLOYMENT INFORMATION

Name -Internship

Employer_____

Employer's address

Internship Supervisor's

Name/Title:_____

Supervisor's phone number

Beginning date_____

Completion Date_____

Hours per week_____

Payment, if any _____

Describe the nature of the placement and what specific job responsibilities will be
(include any major projects or
activities: _____

Return

INTERNSHIP CONTRACT AGREEMENT

I have read and understand the instructions and requirements related to the Computer Internship Program contained in the Internship Course Outline and its enclosures.

Criteria for evaluation and grading:

1. I will properly complete all duties assigned by the employer. The employer will fill out progress reports on my performance and a final summary. These forms will be provided by the University. These will be forwarded to the Computer Director of Internships. They will constitute 49 percent of my grade for the internship.
2. I will keep a weekly journal/log which will include a description of my work experiences. This will be turned in to the Computer Director of Internships at the conclusion of each week. The journals may be e-mailed or typed and delivered/ or mailed. It will constitute 26 percent of my grade.
3. I will submit a final report , according to specified instructions for the Internship(s). The report will be due approximately 2 weeks following the final date of internship. This will constitute 25 percent of my grade.

Student's Signature Date

Employer/Supervisor's Signature Date

WWU Director's Signature Date

The Internship Contract is to be completed before the student starts work and forwarded to Dr. Linda Davis, Director of Internships, 207 Burton, William Woods University, Fulton, MO 65251