

## Computer Science CS 4100 - Internship Approval Form

- Students can receive one credit hour by enrolling in the CS Internship Course CS4100.
- International Students: Please review the CPT form and employment information here at this link: <https://www.international.txstate.edu/Work-Authorization/cpt.html>
- The internship course is for Computer Science majors and minors only.
- It is the student's responsibility to contact an employer to find an internship.
  - [The Office of Career Services at Texas State](#) can also assist in finding internships.
  - When the department receives a notice from the industry for an internship job opening, the job notice is posted to the [department's online posting board](#) within the department website.

### **The Approval Process**

**(Students must complete the approval process at least one week before the first day of class.)**

The student, along with their internship supervisor, must complete the approval form on the second page.

The following documents must be received by our [department Administrative Assistant](#) to be considered:

- Internship offer letter on their company letterhead.
- Completed and signed internship course approval form
- CPT form (top portion completed by student) – *for international students only*

Once all required forms are received, a brief interview will be scheduled with the Department Chair and student to review the internship offer.

### **Course Progress Forms:**

During your internship, you will be required to submit a midterm report and final report.

# Computer Science CS 4100 - Internship Approval Form

## To be completed by student:

Student Name:

Student A-Number:

Company Sponsoring Internship:

Worksite Address:

Supervisor's Name and Title:

Supervisors Email Address:

**A midterm report and a final report will be required for this course.**

Student signature:

Date:

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## To be completed by internship supervisor:

Internship Start Date:

Estimated End Date:

How many hours per week will student be working:

In the following space, please provide a description of the work to be done by the student:

**Supervisor - Please note that you are expected to review and comment on the student's required midterm and final internship reports.**

Supervisor Signature:

Date:

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Department Chair Approval:

Date: