

## CSS 601: Internship Agreement: Instructions

*Note: Provided you have answered the questions in Section 2 of the Internship Agreement, **before** asking for your faculty advisor's review and signature approval, you may do Steps 1-5 in any order.*

**Step 1:** Find an internship that will provide you with relevant work experience, and get a written offer letter, specifying start/stop dates of internship, assigned duties, salary, and number of hours you will be expected to work each week. Students are encouraged to reach out to the Graduate Career Counselor for support with their internship search.

**Step 2:** Carefully read the instructions on the CSS 601 Internship Agreement form, including your responsibilities, found here:  
<https://www.uwb.edu/mscse/current-students/forms>.

**Step 3:** Complete Sections 1 and 2 of the CSS 601 Internship Agreement form.

**Step 4:** Find a CSS faculty member, preferably, one whose research interests are related to the work you will be doing as an intern, and set up a meeting with the faculty member to discuss your goals for the internship (i.e., your answers to the five questions on the CSS 601 Internship Agreement form). If this instructor agrees to be your faculty advisor for the internship, ask them to complete Section 3 on the Internship Agreement form.

**Step 5:** Complete the Student section of the [CPT form](#), after carefully reading the instructions in the CPT Application Packet, found on the CIE website.

**Step 6:** Make an appointment with the CSS Graduate Academic Advisor (425-352-5490 or [stemgrad@uw.edu](mailto:stemgrad@uw.edu)). Bring all completed documentation with you to your appointment. The Advisor will review your paperwork, and assuming all is complete, will give you an instructor code to register for 1CR of CSS 601.

# CSS 601: Internship Agreement

## Section 1:

Student: \_\_\_\_\_ Student #: \_\_\_\_\_

Quarter: \_\_\_\_\_ Year: \_\_\_\_\_ Credits: \_\_\_\_\_ UW Email: \_\_\_\_\_

**Internship Company or Organization Name:**

\_\_\_\_\_

**Internship Manager Information**

Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Company Street Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Section 2:

**Please answer all questions below on a separate typed document. Limit your answers to a maximum of two typed pages. Submit this completed agreement form and your answers to your faculty sponsor for discussion and signature approval, prior to turning it in to the STEM Graduate Program Office.**

1. Clearly describe the details of your internship work, including the benefits of the proposed work (i.e., what is this internship experience intended to accomplish?).
2. Provide a clear, detailed description of the academic merit of your proposed internship, and how it relates to your stated goals as defined above. Academic merit is defined as ways in which you will further develop your core and advanced technical skill levels as they pertain to your graduate studies and goals.
3. Provide a detailed plan for your internship experience, including proposed deliverables and due dates.
4. Provide a list of potential barriers and/or problems that may slow down or potentially prevent the successful completion of the work outlined for this internship experience.

5. What methods and criteria do you propose for evaluation of this internship? Be specific.

I have read and understand my responsibilities related to this internship, as follows:

- Perform to the best of their ability and to the satisfaction of the internship sponsor(s) those assigned tasks related to the cooperative component of this contract and adhere to all personnel rules.
- Talk with the internship organization, faculty advisor, CSS graduate advisor, and other program representatives with regard to any changes, revisions, or concerns regarding the internship.
- Submit an executive summary to Faculty Advisor that summarizes experience and how it relates to your project goals/agenda.
- Provide a written offer letter with explicit start and end dates of internship, salary information, description of duties, and number of hours/week the student will be expected to work

Although the CSS Program has taken reasonable steps to ensure a positive learning environment with sponsors, it should be understood that this Internship agreement has potential risks. In signing this Internship Contract, the student acknowledges inherent hazards and risks, including but not limited to physical injury and death, and assumes those beyond control of the University staff and faculty.

***In case of emergency, I, the student give my consent for emergency medical treatment and agree to pay for any charges not covered by my personal health insurance. In addition, I understand my responsibilities as described in the list of responsibilities above.***

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Attached Documentation-*all* completed *before* turning in to the STEM Graduate Program Office:**

- This Internship Agreement form, signed by Faculty Advisor and Student
- Detailed Offer Letter from Internship Company/Organization
- Attached detailed answers to questions in Section 2 of this form
- [CPT form](#) with Student's section completed

**Section 3: To be completed by Faculty Advisor**

Name of Faculty Advisor for CSS 601: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_