

## CHECKLIST FOR REGISTERING FOR AN INTERNSHIP

1. Letter, in company letterhead, from the agency indicating that you, with your first and last name, have been hired as an intern, the job to be performed, the starting and ending dates of the internship and the number of hours per week that you will be working as an intern. The job to be performed has to be very relevant to the major/minor of the student. The starting date should be after all signatures have been obtained and have registered for the internship. Three credits of internship requires 120 hours of work. Any work done before the internship registration date will not be counted towards the required internship hours. In addition, the letter should contain the name of the your internship supervisor, his/her e-mail address and phone number
2. Internship form filled with the required details. The internship form can be obtained from <http://www.sru.edu/Documents/academics/academic-services/academic-records/InternshipRegistration.pdf>. Include the phone number and the e-mail address of the supervisor in the form.
3. Signature of the advisor.
4. Signature of the internship supervisor.
5. Signature of the chairperson for the computer science department.

- 6. Signature of the dean.**
- 7. Once all the signatures have been obtained the form should be taken to the Academic Records and Summer school to be registered. If it is a late registration, there will be charge of \$15 that must be paid before registering the course.**
- 8. If an affiliation agreement needs to be signed with the Agency awarding the internship, then it can be a prolonged process requiring anywhere from two to six months. This is due to SRU legal counsel having to look over the agreement.**
- 9. The student is responsible for obtaining all the required signatures and for registering the class.**
- 10. Read the affiliation agreement between the company and Slippery Rock University. A template is provided in the same folder.**
- 11. Sign and date the Internship Notification letter and hand it to Dr. Sam Thangiah, the internship supervisor.**