



DEPARTMENT OF
COMPUTER SCIENCE

TEXAS TECH
Whitacre College of Engineering

Internship/Co-op Approval Form for CS 4000

This form is for undergraduate computer science students to fill out in order that they might receive credit for upcoming internships, co-ops, and other CS-related jobs.

Instructions: note the below, fill out this form as much as possible, and forward it to the undergraduate advisor with a copy of your offer letter.

Approvals to credit for CS 4000 include:

- Must be Computer Science related to some extent and be in a duration approved by CS faculty
- Can only take the place of one needed CS elective (typically 3 hours unless otherwise approved)
- A minimum 20-page portfolio must be turned in for a grade at a date TBD each semester (See 2nd page for more information)

Name:

Date:

R#:

Classification: FR SO JR SR

Semester Receiving Credit: Summer Fall Spring Year:

Company/Institution Name:

Period/Length of Program:

Compensation/Amount Paid:

Immediate Supervisor Name:

Email of Supervisor:

Location of Employment:

Job Description and Duties (be as specific as possible)

(for office use only)

Undergraduate Advisor Signature:

Date:

Undergraduate Coordinator/Chair Signature:

Date:

Requirements for approval:

An internship/Co-op must be:

1. Of at least 20 hours/week
2. For a full semester
3. With work in computer science fields

It can be used for at most 3 hours of CS 4000 in the semester of the internship, and a final report/portfolio from the student must be submitted at the end of the semester. Requirements of the final report/portfolio are detailed below. A maximal of 6 hours of all CS 4000 sections, regardless of internship/co-op section or not, can be used towards BS degree.

Original offer letter (pdf or image) must be submitted for approval process. Any alteration of offer letter will not be approved. If any changes need to be made in the offer, a new offer letter must be obtained from the employer and submitted for approval process without any alteration.

Requirements for completion:

To complete this course, only a final report/portfolio is required. A final report/portfolio (PDF or DOC format, single file) must be submitted through course Blackboard Dropbox for final report/portfolio. Details of the report/portfolio requirements will be posted in course Blackboard in due time. The letter Grade for the CS 4000 Internship course will be based on the timely delivery and ultimate quality of the report/portfolio.