**University of Texas at El Paso**

**Department of Computer Science**

**Undergraduate/Graduate Intern Application Form**

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| **STUDENT NAME:** | **DEGREE PROGRAM:** |
| **COMPANY NAME & LOCATION:** | **REPRESENTATIVE/SUPERVISOR:** |
| **POSITION TITLE:** | **PAID/UNPAID:** |
| **VIRTUAL or ON SITE?** |  |

I, the undersigned, agree to a work term with the listed employer on a prescribed pattern of training and to abide by the policies and procedures established for the Cooperative Education/Internship Program. I am responsible for adhering to all policies and procedures of the hiring organization.

The student should discuss any changes or **problems** during the co-op/intern term with the Career Services Program Manager BEFORE taking action. No student should voluntarily leave or change the co-op/internship unless released by the Career Services Director.

A passing grade will be awarded by the Co-op/Intern appropriate program director based on:

1. Satisfactory completion of work term
2. Employer's evaluation
3. Submission of co-op/intern report (either by the student or the supervisor)

**Due date:** The last day of classes in the term the student is registered. (In order for the instructor to enter a grade, this is required whether the internship has ended or not. If this is impossible, the student should contact the instructor to get incomplete for grade.)

Failure to comply with these requirements will result in a failing grade.

Check one: U.S. CITIZEN ( ) PERMANENT RESIDENT ( ) INTERNATIONAL ( )

Have you done a co-op/internship before? YES NO (If yes, explain)

Have you been employed by this company/organization before? YES NO (If yes, explain)

Which course would you like to register for? CS 4373 CS 4273 CS 4173 CS 5373

(You need at least 100 hours of internship for each credit. For example, 300 hours for CS 4373.)

In the space below, please provide a brief description of the anticipated internship work. (If the work is still to undefined, at least provide the description of the internship from the form you used to apply for the internship.)

Program Director Signature DATE

Student Signature DATE