

**Queens College  
Department of Computer Science**

---

**CS 398 - Internship Application Form**

---

Students interested in applying for an internship must have completed 15 credits in computer science. Students may not take a total of more than six credits of internships, and CS 398 may not be applied to the computer science major or minor.

An internship is a credit-bearing, non-salaried placement in a company where the student works on a specific project for a fixed time with the approval of a faculty member and a company supervisor. The placement may include a stipend for travel, meals, etc. The student will receive a grade based on: (1) Mid-term and final reports submitted by the student, (2) An end-term evaluation from the supervisor, and (3) faculty evaluation of the project.

Information about available internships may be found at the College Office of Career Development and Internships in Jefferson Hall.

**Application Procedure:**

Completely fill out parts A, B and C of this application, and give it to the department secretary. It will be reviewed by the department's Internship Committee, and if approved you will be allowed to register for CS 398. You should allow at least two weeks for the entire process.

**Part A - Personal Information (please print)**

Name: \_\_\_\_\_ CUNYFirst ID: \_\_\_\_\_

Address: \_\_\_\_\_ QC GPA: \_\_\_\_\_

\_\_\_\_\_ CS GPA: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Class standing: \_\_\_\_\_

E-mail \_\_\_\_\_@qc.cuny.edu

Semester for internship: Spring\_\_\_\_ Fall\_\_\_\_ 20\_\_\_\_

Have you previously registered for a computer science internship?  
\_\_\_\_ No \_\_\_\_ Yes (Semester\_\_\_\_, credits\_\_\_\_)

Have you previously done any other internships or cooperative education placements with the Office of Career Development and Education or any other department?  
\_\_\_\_ No \_\_\_\_ Yes (Semester\_\_\_\_, credits\_\_\_\_)

Please check one:  
\_\_\_\_ U.S. Citizen \_\_\_\_ F1 VISA \_\_\_\_ Other: \_\_\_\_\_

(Companies working on government contracts, etc., may not be able to hire non-U.S. citizens)

I have read all the information on this application, and the information I have supplied is true and correct. The work done for this internship will be my own and it will be completed by the last day of classes in the semester for which I am registered.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

---

For office use only:

Approval: Internship Committee: \_\_\_\_\_ Date: \_\_\_\_\_  
Department Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

**Part B - Internship Information (please type)**

How many internship credits are requested? The number of credits is based on the number of hours you will spend working for the semester. 1 credit = 45 hours, 2 credits = 90 hours and 3 credits = 135 hours.

Internship credits:      1      2      3

The stipend (if any) will be \$\_\_\_\_\_ per (week/month/semester)

Please describe the project you will be doing. Include as much detail as possible so as to give the evaluation committee a clear idea of the goals and expectations of the project. You may attach a separate sheet if you wish.

Please describe to the best of your ability what you intend to learn from this internship.

**Part C - Company Information (please print)**

Company Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

The above student will be under my supervision for the project described. The student will be working for the number of hours listed above. A written evaluation of the student's performance will be provided in the middle and at the end of the semester, and a sufficient example of the student's work will be made available for faculty review in order to determine a grade.

Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_