LAMAR UNIVERSITY

Guidelines for Receiving Computer Science Co-Op/Internship Credit

Computer Science Co-Ops and Internships are very important ways for students to gain experience while attending college. They can be rewarding and can lead to exciting careers. Real-world, practical experience can enrich an already top-notch curriculum.

Key Facts of the Course:

- Students must enroll in Career Development course (3 semester hours) each semester that they work full time up to a maximum of (4) semesters.
- Enrollment requires completion of Pre-Screening Form and Learning Agreement.

For the (Course), credit can be earned for Co-Op/Internships under the following conditions:

Guidelines for Approval:

- Students must apply and be approved to participate in the Internship program with the Director of Cooperative Education.
- Students need a cumulative GPA of 2.75 or higher to enroll in the program and may need a higher GPA to be considered for employment.
- Students must have completed a minimum of 30 academic credit hours.
- Must attend Internship orientation with Director of Cooperative Education.
- Credit is not given for general work experience. It must be an Internship—not a job.
- Duties and project descriptions will be provided by the employer.
- The Co-Op Internship should be clearly related to a career field and it must be a valuable experience.

How to Register for Class:
All the necessary forms are available on the Lamar University Computer Science website. The following pages further list all materials and forms that must be submitted to the Director of Cooperative Education by the specified deadline.
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PRE-SCREENING FORM

The purpose of this form is to assist all parties with understanding information needed prior to formal commitment to an Internship. The form should be completed by the Student and submitted to the Director of Cooperative Education in the Computer Science Department.

PART 1: STUDENT INFORMATION

Name ___________________________ Major ___________________________

Address ___________________________ Telephone ___________________________

Email ___________________________ Classification ___________________________

GPA: ___________________________ During which term and academic year will you be doing the Internship? ___________________________

PART 2: EMPLOYER INFORMATION

Organization ____________________________________________

Address ____________________________________________

Supervisor ___________________________ Title ____________________________

Email ___________________________ Ph ____________________________

I hereby request an Internship as described in Part 2 above:

Student Signature ___________________________ Dir, Recruiting & Co-Op Signature ___________________________

Date ___________________________ Date ___________________________

Update: 12-19-11
The purpose of this agreement is to assist all parties with understanding mutual obligations involved in the Internship program for academic credit. Within the guidelines and provisions below, the parties hereby agree to the following:

1. Student Obligations

1.1 Student must meet with the Director of Cooperative Education once Internship is secured and attend a mandatory Internship Orientation prior to enrollment for academic credit. Student agrees to complete all forms required at the Orientation.

1.2 Upon accepting an Internship, the student is expected to fulfill the work experience. This means completing all reports, projects, and proposals by the deadline given by the employer and the Director of Cooperative Education.

1.3 Before the end of the semester, the student will submit to the Director of Cooperative Education the following (3) documents: student evaluation form, employer evaluation form and either a 4-page, double-spaced written report describing the projects he/she worked on or a copy of Power Point slides as part of his presentation to his employer.

1.4 Student should be covered by his/her own insurance or by Employer’s insurance.

1.5 Student agrees to the terms listed in the attached Student's Waiver of Liability.

2. Employer Obligations

2.1 Employer, when possible, shall provide Student with a full-time supervisor who will guide, mentor, monitor, and advise Student throughout the Internship process.

2.2 Employer is to provide Student with real “hands on” career-related work experience and give training sufficient enough so that Student has every opportunity to successfully perform his/her duties.

2.3 Supervisor will be expected to complete a brief evaluation at the completion of the Internship, which will be used to determine Student’s final grade.
2.4 Supervisor shall agree to serve as a role model and to contribute his/her experience, knowledge, and leadership abilities to provide Student with an important practical learning experience.

2.5 Employer shall comply with all federal and state employment, safety, and civil rights laws applicable to the position.

3. **Director of Cooperative Education Obligations**

3.1 The Director of Cooperative Education shall assign a final grade for the Internship based on the 3 reports submitted as described in section 1.3 above.

3.2 The Director of Cooperative Education shall determine that Student meets all eligible criteria and that the Internship opportunities properly supplement Student’s academic work.

3.3 The Director of Cooperative Education shall allow adequate office time to meet with Student for guidance on assignments and projects during the mandatory Orientation.

All Parties agree to comply with all stipulations and requirements.

____________________________  __________________________
(Student Signature)           (Date)  

____________________________  __________________________
(Employer Signature)         (Date)  

____________________________  __________________________
(Director of Cooperative Education Signature)  (Date)  

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Student’s Waiver of Liability

Lamar University does not provide health or liability insurance coverage for Internship Students. If health and/or liability insurance coverage are required by the participating business it is the responsibility of the student to provide documentation of coverage.

I, ________________________________________ (student name) in consideration of being permitted to participate in this internship and recognizing the current educational and potential career value and professional experience that I will reap from it. I, on my own behalf of my heirs and estate or any other person claiming through me, hereby voluntarily waive, release, and hold harmless Lamar University, the Texas State University System, their regents, employees, instructors, volunteers, and agents [the released parties] from any loss, claim, liability, or damage arising out of the Internship Program. I intend this waiver to include any and all losses I may suffer including personal injury, property damage or death. I voluntarily intend this waiver to be broadly interpreted in favor of the released parties. Further, I intend hereby to waive any and all claims I may have that result from the ordinary negligence of the Released Parties.

I fully understand that by signing this form, I am

a) giving up legal rights and/or remedies, that may be available to me for the ordinary negligence of Lamar University or any of the parties listed above; and

b) accepting and assuming all personal and property risks inherent to the activities of said course(s).

_________________________________________  ___________________________
Student                                      Date