Course Information:
- 3 credit hours, which may count towards the degree with approvals.
- Available each semester during the **regular session** (session 1), but is non-repeatable (i.e. can enroll only once).
- Grading is Satisfactory/Unsatisfactory; GPA will not increase if you pass, but counts towards the low grade policy if you fail.
- Instructor is the Director of Graduate Studies in Computer Science.
- Course follows standard UH deadlines for enrollment and tuition/fees payment; student is responsible for paying the tuition/fees in full. *Note: PhD students are ineligible to receive GTF funds during the internship.*
- Internship must not begin until after the previous semester has ended and must end before the next semester begins.
- The internship must be full-time for the majority of the duration of the regular session.

Request Process:
Submit the following to the Graduate Advising Office in PGH 501.
- If you have employment on-campus, you must ensure that your on-campus employing department has a date set in the payroll system to terminate you or put you on a short work break that is effective BEFORE your internship start date. Proof must be provided.
- **Graduate Petition form** with the following request:
  - “I request enrollment in COSC 6396 for [insert semester and year] and for it to apply towards my [insert MS or PhD] degree. I will intern at [insert company name] starting [include start date] and ending [insert end date]. For grading, my employer will complete an evaluation report to be submitted to my department by the last day of employment or the last class day of the internship semester (whichever occurs first). I understand that I am responsible for paying the full tuition and fees, including applicable non-resident tuition.”
  - Include a copy of the offer letter.
- International students must also fill out the **CPT form**.
  - Include a copy of the offer letter.
- The Graduate Advising Office will place a permission on your account to enroll in COSC 6396 after submitting the Graduate Petition Form and, if applicable, CPT Form.
- If all approved by COSC and NSM, international students must submit the CPT to ISSSO; if approved by ISSSO, students will receive a new i-20 page and can begin employment.

Internship Evaluation Report
- Due by the last day of employment OR the official last class day of the semester (whichever occurs first)
- Download and print from [www.cs.uh.edu](http://www.cs.uh.edu) (select “Graduate Program” then “Forms”)
- Student completes student section, then employer completes employer section
- Student submits the completed form to the Director of Graduate Studies no later than the last class day of the semester, even if they will continue to work after that date.
# University of Houston COSC6396 Internship Report Form

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Last Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PeopleSoft ID:</td>
<td>Program:</td>
</tr>
<tr>
<td></td>
<td>MS</td>
</tr>
<tr>
<td>Expected Graduation:</td>
<td>Total hours completed:</td>
</tr>
<tr>
<td>Summer Internship Start Date:</td>
<td>End Date:</td>
</tr>
</tbody>
</table>

### Company Information

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Company Site Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>City:                 State:</td>
</tr>
<tr>
<td></td>
<td>Supervisor Name/Department:</td>
</tr>
</tbody>
</table>

Briefly describe the products and services of this employer.

List job descriptions needed for this intern job or use the description provided by the employer.

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**Note to Work Supervisors:** The University of Houston believes that internship should be a learning experience for students. We urge you to be candid and objective in your evaluation of his/her performance. Use this scale to evaluate this student’s performance in the following categories: 5 = outstanding; 4 = good; 3 = average; 2 = marginal; 1 = unsatisfactory; N = no opportunity to observe.

1. Dependability in completing task.
2. Degree of competence with assignments performed.
3. Ability to learn new material.
4. Ability to accept and follow directions.
5. Ability to communicate in writing.
6. Ability to communicate verbally.
7. Academic knowledge sufficient to perform work assignments.
8. Ability to apply good judgement in performing assigned tasks.
9. Initiative as a self-starter and in contributing new ideas.
10. Ability to relate to others in a positive, objective manner.
11. Awareness of budget restrictions and ability to be cost effective.
12. Adaptability to changing priorities and/or methods.
13. Ability to accept criticism as a constructive tool.
15. Ability as a team player to meet the objective of the unit.

### Overall Assessment of the Student (Rank 1-5)

<table>
<thead>
<tr>
<th>PUNCTUALITY:</th>
<th>REGULAR</th>
<th>IRREGULAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATTENDANCE:</td>
<td>REGULAR</td>
<td>IRREGULAR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor’s Signature</th>
<th>Date</th>
<th>Student’s Signature</th>
</tr>
</thead>
</table>

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**Handwritten Signatures Only—No Electronic Signatures**

Last updated: 5/12/2017
Describe this internship experience as it relates to your field of study. What kind of project, how long to complete it, what you personally contributed, what is expected from your contribution, etc. Use complete sentences, proper spelling, and good grammatical structure. The essay should be at least one page in length, single spaced, and in 3-5 paragraphs. (500 words or more)

By signing this form, I verify this internship experience is appropriate to the student’s degree objective.

Printed name of Graduate Advisor:_______________________

Signature:_________________ Date:___________________

Last updated: 5/12/2017