



School of Computing  
Internship Program Application

Preferred Internship Qualifications:

Date: \_\_\_\_\_

1. 2.75 GPA (undergrad) 3.00 GPA (grad)
2. Full-time USA student for one semester
3. Satisfactory completion of four courses specific to your major.
4. At least, second semester freshmen or graduate standing.

Note: The SoC Internship Program is open to all students at the University but most opportunities are available for SoC students.

Please return this application to Melissa Smith (Shelby Room 1103). In addition to the application, you need to e-mail a copy of your resume to [mesmith@southalabama.edu](mailto:mesmith@southalabama.edu).

Student # \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Are you an International Student? Yes or No

Education: Major: \_\_\_\_\_ GPA : \_\_\_\_\_

If graduate student, undergraduate College/University: \_\_\_\_\_

Undergraduate Major: \_\_\_\_\_

SoC Courses Taken (previously and currently):

\_\_\_\_\_

By signing this application form below, I give the SoC Internship Coordinator permission to review and verify my course and grade qualifications.

\_\_\_\_\_ (Signature)

## SCHOOL OF COMPUTING - INTERNSHIP POLICIES

1. Interns must conform to the university's *Personnel Policy for Student Employees* while in the program. The internship program defines full time as a minimum of twelve (12) hours for undergraduate students and six (6) hours for graduate students.
2. Interns will register for a zero (0) credit internship course each semester while in the academic enhancement program. If an intern is accepted into the program during the semester, he/she will be required to complete a late registration for the internship credit through the eleventh (11<sup>th</sup>) week of the semester.
3. Interns will work a maximum of twenty (20) hours per week during the academic semester and, if requested and approved, up to a maximum of twenty-eight (28) hours per week between semesters. Note: It is expected by the industry partner that all interns work the full 20 hours per week during the academic session and commit to the program for a minimum of two (2) semesters.
4. Interns must maintain an above average grade point average (2.75 or 3.00 GPA) while in the program. If a student's GPA drops below this level, they will be placed on probation for the internship program for one semester. During this semester, they must bring the GPA back up to the acceptable limit or they will be removed from the program.
5. Academic misconduct will be grounds for immediate dismissal from the internship program.
6. Graduate students electing to participate in the internship program are not eligible for graduate assistantship positions.
7. Once hired, an 'Onsite Intern' will be expected to stay in their selected internship for a full academic year (August to May OR August to September if working during the summer). After completing a year with one company, they may re-apply to the program to be considered for a different internship position within the SoC Internship Program.
8. Students who join the "Managed Internship" program will be expected to remain with their current internship company for the full duration of their internship. If the student chooses to resign from their position, they will not be eligible to be employed within the SoC Internship Program in the future.
9. It is the student's responsibility to report any on-the-job injury to the USA Internship Coordinator within 24 hours and be seen by the USA Student Infirmary, Health Services Building, 460-7151, per the attached copy of the *Personnel Policy for Student Employees*.
10. Students are responsible for their own medical insurance and expenses in case of injury or illness.
11. The Intern Sponsor has agreed to provide USA students receiving internships with a safe environment that complies with all federal and state laws, and has also agreed to advise the University and our interns of any potentially hazardous conditions or unusual circumstances that may create unsafe conditions. However, despite best efforts to protect our students, the University cannot guarantee that students will not become infected with or be exposed to COVID-19 or any other infectious diseases. Students should contact their healthcare provider with any specific questions or concerns.

I have read thoroughly and understand the above program guidelines.

\_\_\_\_\_ (Print Name)

\_\_\_\_\_ (Sign) \_\_\_\_\_ (Date)