

INTERNSHIP WORK AGREEMENT

To: Dr. José Flores, Chairperson
Department of Computer Science
The University of South Dakota

Date: August 15, 20XX

Re: Internship Work Agreement

Ace Incorporated, City, State, would like to provide an internship position to Mary Student for the Spring/Summer/Fall 20XX term. Mary is currently one of your Computer Science students who is enrolled in CSC classes and has agreed to accept this position in place of enrolling for a class. The following information should satisfy the requirements of your Internship Policy:

- The student will work as an assistant information specialist in our Information Services Department under the supervision of Mr. James Green. In this position Mary will be required to use/learn various computer software and platform systems including Unix, Windows NT, Visual Basic and Java. She will also receive training and experience with Oracle and Linux. Her work will directly support staff computer scientists in the business software development area, and she will be involved in both writing and testing of business software products.
- She will also gain experience in developing and verifying product specifications and in working closely with our staff who design all new product testing procedures.

Start Date: Aug. 15, 20XX

Stop Date: Dec. 15, 20XX.

Employment: 40 hr/wk.

Number of CSC-494/594 Internship Credits:

Approved by:

Mary Student

Date

John Doe, M.Sc. (Site Supervisor)

Date

Dr. José Flores, Computer Science Chair

Date