Dear Employer,

I want to extend my thanks to you for participating, along with your University of Utah Student, in the School of Computing Cooperative Education and Internship Program. The goal of this program is to provide the student with a real world work experience equivalent in educational value to a semester course at the University of Utah.

The student you have hired has applied to the School of Computing to receive academic credit for the internship. In order for the student to receive credit, he/she will need your assistance with the internship requirements listed below. We've carefully designed these requirements so they don't burden you. In addition, your student will submit a series of weekly assignments to his/her Faculty Sponsor.

1. Before a student is able to officially register for the internship credit, he/she needs to turn in to the School of Computing an official job description (on company letterhead or identifiable as having been developed with the employer). The job description should outline the student's responsibilities.

2. Also before registering for internship credit, students must formulate four learning objectives that they will strive to accomplish within 14 weeks (the program's duration). We urge students to collaborate with you in formulating these four projects or task-oriented goals. The objectives should be summarized in a single sentence each, they should be detailed in one paragraph, and they should be achievable and measurable.

3. After your student has met with his/her SoC faculty sponsor and discussed the proposed four learning objectives, he/she will need you to review and approve a final version of the objectives.

4. You will be asked to informally review the students work weekly and then complete a formal review half way through the internship and at the conclusion of the internship. In addition, it is our hope that you will continually communicate your expectations to your student, introduce him/her to the "corporate culture" of your workplace, discussing any appropriate topics such as dress code, expected hours to be worked, organizational mission, management style, career paths, etc.

5. You will be asked to complete a one-page Midterm Employee Evaluation form that your student will provide you partway through the internship. We ask that you use this opportunity to provide feedback to your student. The completed form should be emailed to the faculty sponsor.

6. You will be asked to complete a one-page Final Employee Evaluation form that your student will give you toward the end of the internship and discuss your comments with your student. The completed form should be emailed to the faculty sponsor.
7. Finally, while, we understand the need and value of regular employment for students during their college career, a SoC Internship for Academic Credit should not be considered as such. In contrast, the internship should be considered primarily an educational opportunity for the student. The goal of the program is for the student to achieve their learning objectives, as much as, or more, than their day to day productivity. We believe these internships are valuable opportunities for you to instruct, train, and evaluate potential future employees.

If you have any questions or concerns about our School of Computing Internship Program, please don't hesitate to contact me.

Sincerely,

H. James de St. Germain
Director of Undergraduate Studies
The School of Computing
University of Utah
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P.S. Please let me take this time to let you know that the School of Computing is always interested in promoting internship, part-time job, or career job opportunities! We are also interested in any feedback you have about what skills and foundations that you find necessary for successful students who come to work for you.

Also, there are several additional opportunities for a company to become involved with the School of Computing. These include:

A. Our Industry Forum – A course designed where members of industry present a short lecture on what their company does, what CS students do for their company, and other job related facts (e.g., hiring rates, projected salaries, etc)

B. Senior Project Sponsorship – Each spring our seniors form small groups to design, implement, and showcase software solutions, as a culmination to their degree. Often industries partner with the students to provide ideas, guidance, equipment and/or other support.

C. Scholarship Gifts – We are also extremely happy to have companies sponsor scholarship via the School of Computing. Such gifts not only make it possible for students to afford their education, but also provide advertising for your company. Additionally, these gifts are acknowledged at the yearly College of Engineering banquet.

For more information, please visit our outreach web page: outreach.cs.utah.edu