

# RMU ACADEMIC INTERNSHIP PROGRAM (AIP)

(This page also available at [www.profdavis.net](http://www.profdavis.net), then click on “**INTERNS**” link)

*Internships are a great opportunity to gain invaluable work experience and earn course credit. Undergraduate students can earn up to 12 credits of internship credit and Graduate Students can earn up to 9 credits.\**

## STEP 1: APPLY TO THE PROGRAM & SEARCH JOBS

- Apply to the AIP via this [Online Application Form](#) or [Paper Form](#)
- You will receive an email if you are accepted (or not accepted) and a syllabus: [Undergraduate](#) | [Graduate](#)
- If accepted to the program, apply for available internships on [ColonialTRAK](#) (replaced MonsterTRAK)

## STEP 2: REGISTER FOR CREDIT & START YOUR INTERNSHIP

- Once you have found an internship, notify Sheila Broman in the Career Center ASAP. We may need your employer to update their information in [ColonialTRAK \(Employer Login\)](#) or via this [Paper Form](#)
- The CIS Dept. will email to you information on internship requirements, including a Mutual Letter of Agreement
- Have your employer read and sign the Mutual Letter of Agreement. Fax it to 412 397 2481, attention Dr. Davis
- When instructed, register for an internship course: INFS 4903, 4906, 4909, or 4912 (undergrad) or INFS 7903 (graduate)

## STEP 3: COMPLETE YOUR INTERNSHIP

- EACH WEEK, complete a [Student Weekly Field Report ONLINE](#)
- EVERY OTHER WEEK, your employer completes a [Bi-Weekly Field Report ONLINE](#)
- At the internship end, complete the [Student Evaluation of Internship Experience ONLINE](#)
- At the internship end, your employer completes a [Final Field Report ONLINE](#) and recommends a final letter grade
- IF work is acceptable (as per employer), you will receive course credit.

## AIP ACCEPTANCE CRITERIA

### **Undergraduate**

60 credits completed  
≥ 2.5 GPA  
≥ 3 CIS Courses  
Have available electives

### **Graduate**

3 internship credits max.  
≥ 3 RMU Grad. Courses  
Have available electives

---

\* 9 credits of internship in a CIS graduate degree requires enrollment in a 36-credit CIS Master’s program