# RMU ACADEMIC INTERNSHIP PROGRAM (AIP)

**(This page also available at 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** | **Graduate** |
|---|---|
| *60 credits completed* | *3 internship credits max.* |
| *≥ 2.5 GPA* | *≥ 3 RMU Grad. Courses* |
| *≥ 3 CIS Courses* | *Have available electives* |
| *Have available electives* | |

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