MSE Internship Procedure Checklist

The MSE Scalable Systems program requires students to fulfill a summer internship as part of their program curriculum. The internship duration must be 10-12 weeks long, no less than 10 weeks, and must be full time or 40-hours per week. International students are not permitted to begin before May 18 and must be completed no later than August 7.

STEP ONE

☐ Complete CPDC's "CSCareerPrep-F19" Canvas Course
☐ Create Resume and submit through VMock
☐ Create LinkedIn Profile
☐ Create Handshake Profile
☐ Schedule an appointment to meet with CPDC through Handshake or during office hours for resume and LinkedIn Profile reviews:

> 300 S. Craig, Room 201: Fridays - 9:00-10:30 a.m.
> GHC 6121: Tuesdays - 1:30-3:00 p.m.
> CPDC Drop-In Hours: Monday-Friday - 11:30 a.m. – 1:30 p.m.

☐ Submit CPDC Resume Summary Form to me
☐ Submit final resume as Word doc for MSE Internship Resume Book – deadline **December 16, 2019**
☐ Prepare your application packet:
  o Identify references and collect their updated contact information
  o Develop a cover letter with your career goals and objectives
  o Gather supplemental materials, if applicable (e.g., GitHub Account to show project work, links to open source contributions, demo projects, publications, etc.)

STEP TWO

☐ Identify internship opportunities – The first step is to research companies and organizations that align with your interests, professional preferences and career goals. You may identify these through company websites/LinkedIn pages, Handshake, career fairs such as TOC, Internship Showcase on January 26 to talk with students who completed internships the previous summer, talk with alumni, network and search job boards such as Glassdoor and Indeed.

☐ Prepare for interviews – Schedule a mock interview with CPDC to practice and receive feedback about your performance. Please note that they assist with the behavioral side of the interview, but not the technical side. Please talk to our faculty if you need guidance on the technical aspect.

☐ Start Applying!

STEP THREE

☐ To qualify, the work performed at an internship must be relevant to your software engineering program. Students are required to obtain a job offer letter from the company. In order to receive approval for an internship, we must have a comprehensive letter on company letterhead (please see Employer Offer Letter Template), which includes all of the following required items:

- Student name and current address
- Company's name
- Start date (no earlier than May 18, 2020)
- End date (no later than August 7, 2020)
- Number of hours of work per week (specific hours, e.g., 40 hours per week or full-time)
- Work location address (street address, city, state, zip code)
- Internship job title
- Brief description of a student's position/responsibilities
- Name of student's supervisor
- Supervisor's phone number and email
- A signature on the letter, with the title of the person who signed it

☐ Once you receive your official offer letter from the hiring organization, meet with CPDC via office hours or schedule an appointment through Handshake to discuss your offer(s).

STEP FOUR

☐ After you decide which offer you would like to accept, complete the Internship Reporting Form and upload your offer letter by **April 6, 2020** for departmental approval. Each offer letter must be reviewed to determine the internship's relevancy toward the MSE-SS program **before** you accept the offer. Students who begin an internship without approval will not receive credit for completing the requirement, which will impact the ability to graduate.

☐ After receiving departmental approval, you may accept the offer. Once an internship offer is officially accepted, it is considered final and the student cannot continue searching, applying and interviewing for a different internship. Please see CMU's Ethical Job/Internship Search Policy. If a student reneges an offer they have officially accepted, they will lose access to Handshake for one semester, at minimum. The student will also not be allowed to participate in the TOC in the fall semester. **Please do not renege.** It looks bad on you, the MSE-SS program, the MSE department and Carnegie Mellon University.

STEP FIVE

☐ After receiving approval for your internship, please register for the following course in SIO:

Course: 17-667 Internship for Software Engineers
Section: A
Units: 3

STEP SIX

☐ All international students in F-1 Status are required to apply for Curricular Practical Training (CPT) for their summer internships. Thoroughly read about CPT on CMU's Office of International Education (OIE) website here. Complete the necessary forms and have me complete the CPT Academic Advisor Recommendation Form.

STEP SEVEN

☐ Upon completion of your CPT documents, register immediately for a mandatory CPT Information Session through Handshake. Take all necessary documentation including proof of enrollment printed from SI0. You will learn how to submit your CPT documents to OIE through MyOIE Portal. Students cannot apply for CPT until they are registered for the course in the summer semester. Registration begins on March 18, 2020. Students must also have an internship offer before applying for CPT.

STEP EIGHT

☐ Actively participate in the Canvas Course for 17-667 by responding to discussion questions, and have a great summer internship experience!

STEP NINE

☐ Complete the Post-Internship Questionnaire and have your supervisor complete the Internship Summary Form one week before the internship end date with a final deadline of **August 7, 2020**. All internships will be taken as a Pass/No Pass, 3-unit course. The grade will be assigned upon receipt and review of the Canvas Course participation, Post-Internship Questionnaire and Internship Summary Form completed by the internship supervisor.

STEP TEN

☐ Return to campus in the Fall 2020 semester and report on your internship experience (e.g., final paper, poster session, presentation – decision to be determined and I will keep you posted).