

December 21, 2007

Technology Professional:

We invite you to provide an internship placement to an undergraduate or graduate student in Computer Science at the University of Oregon for the summer of 2008. The Computer and Information Science department is eager to provide meaningful learning opportunities to our students through internships with industry professionals. We also wish to support your needs for an up-to-date and well-trained workforce. To participate, simply fill out the attached proposal form, indicating the skills you are looking for, and return to CIS.

SUMMER INTERNSHIP PROPOSALS DUE: MARCH 14, 2008
OR EARLIER (Note: no application fee)

Organization Responsibilities:

- * Provide a focused computer project that can be completed during the 12-15 week internship.
- * Provide a technical mentor/supervisor during the course of the internship.
- * Interview prospective candidates and notify selected intern(s) by May 1, 2008 if possible.
- * Pay the intern for a 12-15 week period (full or half-time) at a professional rate commensurate with education and experience (minimum salary \$13 per hr for undergraduates; \$18 for graduate students).
- * Establish a foundation for a long-term relationship for potential future employment.

UO CIS Responsibilities:

- * Prescreen Computer Science internship applicants for academic, technical, and professional skills.
- * Match student applicant qualifications with the needs of your organization and provide a focused list of prospective interns to be interviewed further by your organization.
- * Communicate with representatives at your organization to discuss their needs.
- * Grant CIS credit for qualified project and provide mentorship in collaboration with UO Career Center.

We plan to offer a training workshop and mock interviews for interested interns at the UO campus in April. Please contact us if your company would like to participate in this event.

Sincerely,

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