Course Learning Agreement: ISSP 2900

(As of 11/2025, subject to change)

Instructor

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Course Information

Description: A professional internship may be taken at any time during the course of graduate study. Ph.D. students may take this course up to two times for credit, MS students may take it at most once.

Course Requirements: Must have successfully completed a minimum of 18 credit hours. Must be in good academic standing. Must have submitted an internship for credit application via Handshake prior to it beginning and before add/drops ends.

Credits: 1 – 3 credits

Grade Component: Satisfactory/No Credit

Course Deliverables

Internship Check-ins

Students should check-in with their course instructor throughout the internship on an as-needed basis.

Pre- & Post-Experience Modules

Students have access to modules in the Canvas course that are designed to help them make the most of their experiences. While optional, they're encouraged to participate in them.

Midterm Evaluation

Internship Details

The student will need to prepare answers to the following prompts before submitting the evaluation:

- Rate your internship experience so far (Excellent, Good, Average, Poor, Terrible)
- What is the work environment like? (In-person, Hybrid, Remote)
- Have you been having regularly occurring meetings with your supervisor?
- Do they have any concerns about your work performance you can address before the internship ends?
- Any additional comments or concerns you'd like to share with the instructor?

Midterm Reflection (written report, minimum of 3 pages in length)

- Briefly describe the internship experience (company, title, working environment)
- Why were you initially interested in working with this employer?
- What were you initially tasked with doing?
- Have your responsibilities changed? (Yes, No) If yes, please describe the new responsibilities
- List any accomplishments/challenges thus far

Final Evaluation

Internship Details

The student will need to prepare answers to the following prompts before submitting the evaluation:

- Rate your overall experience (Excellent, Good, Average, Poor, Terrible)
- Where did you learn about the opportunity?

- Would you recommend this employer to other students? (Yes, Maybe, No)
- What was the work environment like? (In-person, Hybrid, Remote)
- What has been your favorite aspect of this internship experience?
- What has been your biggest achievement? Your biggest challenge?
- What technical skills did you utilize in the experience?
- What skills would you like to build next? What do you see as your greatest strengths?
- How would you rate your preparedness in the following career readiness areas? (sample skills will be provided)

Final Reflection (written report, minimum of 3 pages in length)

- Briefly describe the internship experience (company, title, working environment)
- Why were you initially interested in working with this employer? Has that changed since this experience?
- What were you initially tasked with doing?
- Did your responsibilities change during the experience? (Yes, No) If yes, please describe the new responsibilities
- What technical skills have you gained? How will they help you in your career?
- Describe a job-related issue or struggle you experienced – how did you overcome it?
- What did you learn at Pitt which helped you in your internship experience?
- What could you have learned (in the classroom or outside) that would have helped you in your internship?
- Any additional comments you'd like to share with the course instructor?

How to Complete: Handshake will send an evaluation request to the student's email 7 days before midterms for the midterm evaluation and 14 days before finals week for the final evaluation. If it's not received, please let the Manager of Experiential Learning know in a timely manner. Final papers should be uploaded in the Canvas course, where the Manager of Experiential Learning will compile them with the final evaluations, and send them to the course instructor before grades are due.

Internship Site: Internship supervisors will be required to submit a final evaluation, which they have the option of sharing with the student. If they're unable to complete third-party forms, students must obtain a letter of internship completion, and the student should submit that and an internal/company final evaluation form (if possible) to the Manager of Experiential Learning for review.

Deadlines: For the midterm evaluation, the student evaluation and written report is due before the end of midterms.

For the final evaluations, students and their supervisors must submit an evaluation prior to the end of final exams week (regardless of the experience end date). Students must also submit their final paper before the deadline. Any major discrepancies between the learning goals agreed upon in the application and the final evaluations could impact the final grade.

Course Agreement

Internship credit is contingent upon the fulfillment of the course deliverables listed on this agreement and the internship responsibilities submitted in the initial application. If those deliverables are not completed for whatever reason (including, but not limited to, the employer changing your duties), you may no longer be eligible for internship credit. If this happens, please consult your course instructor immediately to receive guidance.