

Fieldwork Instructions for Employers

Fieldwork is an integral part of a student’s established school curriculum. Fieldwork allows students to apply their classroom knowledge to their internship/work environment. Since Fieldwork is a part of the Columbia University Computer Science Department (CS Department) curriculum, students must register for a Fieldwork course, after obtaining the necessary approval from their advisor and the CS Department.

The student is required to submit the following to the CS Department and the student’s faculty Advisor:

- A job proposal for approval of the internship before the start of the internship. In consultation with the CS Department, the student’s faculty advisor approves that the internship is an integral part of the student’s curriculum.
- A Fieldwork application and work authorization documentation (if required for international students) before the start of the internship.
- A report at the end of the internship after the report has been reviewed and approved by the student’s internship supervisor at the employer.

Intern / Employee Name: Title:	Evaluation for the period:
Employer / Intern Supervisor: Title:	Department:
EMPLOYER UNDERSTANDS:	
<ul style="list-style-type: none"> • Upon completion of the student’s employment, the student’s internship supervisor at the employer must review the student’s report on his/her achievements and verify that the report does not contain any confidential or proprietary company information. • At the request of the CS Department or the faculty advisor, the student’s internship supervisor at the employer agrees to speak with the CS Department and/or the faculty advisor regarding the student’s performance. 	
Employer Representative Name: Employer Representative Signature: Date:	

If you have any questions or concerns, please contact CS@CU Student Services at gradvising@cs.columbia.edu.