

CSCE 495 – SoC Internship course enrollment process:

For students wishing to enroll in CSCE 495 – SoC internship: **start the process below at least two weeks before the semester begins.**

- 1) Please go to the website <https://cse.unl.edu/internship>. Sign in with your CSE credentials. Create a new internship there with your industry sponsor's information, and list Dr. Bhuvana Gopal as the faculty sponsor (bhuvana.gopal@unl.edu). If you do not find your company in the list of companies in the dropdown menu while creating a new internship project, email the company name, address and contact information for your industry supervisor who works at the company, to Dr. Gopal and she will set up the company to show up in your list. Once you see the company name, set up the new internship.
- 2) You will need your industry supervisor sign into the same website through the industry sign up option. They will need to approve this newly created internship.
- 3) It will get routed to Dr. Gopal for further steps after that, where she will review and approve the internship.
- 4) Dr. Gopal will set up the academic requirements for the course, which will be sent to you for acceptance.
- 5) Once you accept the academic contract, you will be emailed a permission code for the course which you can use to enroll on MyRed.

All emails regarding internship will be sent from internship_mgmt@cse.unl.edu. Whenever you see an email through this process from this sender, please act swiftly and thoroughly. The entire process above, including enrollment via MyRed, has to be completed before the Drop/Add date for the course each semester. Many students have failed to act on the emails in a timely manner and have missed being able to take the course that semester. Contacting your industry sponsor, having them participate etc. takes time, so plan accordingly when enrolling, keeping the entire process listed in steps 1 through 5 above.