Carnegie Mellon University
Master of
Software Engineering

MSE Internship Procedure Checklist

The MSE Scalable and Embedded Systems programs require 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. In 2025 international students are not permitted to begin their internship before the start of summer semester on May 12, 2025 and must end their internships no later than August 22, 2024.
All students must attend the Practicum Capstone presentations on August 22, 2024.

STEP ONE
- Complete CPDC's **SCS Grad Career Prep** 2024-2025 Canvas course
- Create Resume and run it through VMock
- Create or update LinkedIn Profile
- Create Handshake Profile
- Schedule an appointment through Handshake to meet with CPDC to review resume
- Submit final resume as a Word doc or as a .pdf file for the MSE Internship Resume Book – Deadline **September 13, 2024**.
- Prepare your application packet:
  - Identify references and collect their updated contact information
  - Develop a cover letter with your career goals and objectives
  - 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 reach 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, talk with alumni, network and search job boards such as Glassdoor, Indeed, GoogleJobs, etc. Check out myConnections, CMUniverse or CMU Alumni Community. Ask for advice in the MSE LinkedIn group, The Cave.
- Prepare for interviews:
  - Schedule a mock interview with CPDC to practice and receive feedback about your performance. Please note that CPDC can only assist with behavioral interviews, not technical.
  - Technical interviews are offered by the MSE program in October; observer and interviewee opportunities are available but limited.
  - Create an account with Big Interview to practice interviewing skills
  - Practice competitive programming:
    - Books:
      - Cracking the Coding Interview (CTCI)
      - Competitive Programmer's Handbook
    - Websites:

- https://leetcode.com/
- https://www.hackerrank.com/
- https://www.geeksforgeeks.org/
  - System Design:
    - https://github.com/donnemartin/system-design-primer
    - Tushar Roy's System Design Videos
    - Tech Dummies System Design Videos
    - https://www.educative.io/courses/grokking-modern-system-design-interview-for-engineers-managers
  - Behavioral:
    - https://careerservices.wayne.edu/pdf/behavioralinterviewinfo.pdf
    - https://www.cleverism.com/102-behavioral-interview-questions-including-answers/
  - Enroll in Interview Camp for a four-week online bootcamp for technical interviews
- Start applying!
- Adhere to professional communication standards.

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 approve an internship, students must submit a comprehensive letter on company letterhead (see Offer Letter template here), which includes ALL of the following items"
  - Student name and current address
  - Company's name
  - Start date (no earlier than May 12, 2025)
  - End date (no later than August 22, 2025)
  - 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/or 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, send it to Sasha for review at **abwalker@andrew.cmu.edu**. Do NOT sign the offer before it is cleared by Sasha.

STEP FOUR
- After you decide which offer you'd like to accept, you must complete the internship reporting form. **Each offer letter must be reviewed to determine the internship's relevancy toward your software engineering 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 student's 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](#). **Please do not renegotiate!** It looks bad on you, the MSE program, the S3D department and Carnegie Mellon University.

STEP FIVE
- After receiving approval for your internship, please register for 3 units of **17-667 (I) Internship for Software Engineers** course in SIO, for Summer 1/All semester once summer registration starts on March 11, 2025.

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 process and necessary steps on CMU's Office of International Education (OIE) website [here](#). Complete the necessary forms and have Sasha complete the advisor portion of your [CPT form](#).

STEP SEVEN
- All international students must complete the [OIE Canvas course.](#)
- Students cannot apply for CPT until they are registered for the course in the summer semester. Registration begins on March 11, 2025.
- Students must also have an internship offer before applying for CPT.

STEP EIGHT
- Over the course of your internship complete all **17-667 Internship for Software Engineers** Canvas course assignments by submitting your First Impressions, Final Report and Peer reviews.

STEP NINE
All internships will be taken as a Pass/No Pass, 3-unit course. The grade will be assigned upon timely receipt and the review results of the Canvas course submissions.

STEP TEN
Return to campus by August 22, 2025 to ensure attendance of the Capstone presentations.