Objective:

The objective of the internship program is to make internship opportunities a winning situation for all parties involved. The Student should expect an applicable educational experience that enhances their academic qualifications and better prepares them for life after graduation. The Employer should expect the identification of a motivated and qualified intern that meets their hiring needs, with a prospect for full time employment. The Academic Institution should expect that both the student and the employer provide feedback and continued support that allows the institution to continue to increase academic standards and provide internship opportunities for additional students.

Prerequisites:
Students must be CIS majors classified as either a junior or senior, and must be in good academic standing.

Deadline to Apply for Internships:
Students must apply for the internship and have the internship reviewed by the faculty internship coordinator prior to the last day of registration for the semester in which the students expect to get the internship credit.

Employers are encouraged to post the internships using the following time guideline:
- Spring Semester: Mid-October
- Summer Semester: End of March
- Fall Semester: Mid-April

Types of Internships:
Internship positions may be paid or non-paid, full-time or part-time, for credit or not for credit. Depending on how well an internship meets the specific guidelines, a student can receive:

- no course credit
- free elective credit
- restricted business elective course credit
- restricted CIS elective course credit

This designation is determined primarily by the tasks defined by the employer, and the appropriateness of the experience to the student’s academic major in Computer Information Systems, and the level to which they meet the internship requirements outlined below. The awarding of the level of course credit will be determined by the department chair, in consultation with the internship coordinator, based upon the initial proposal submitted and the ultimate completion of the internship.
Internship Requirements:

Students must participate in the internship according to the guidelines furnished by the supervising company. Companies must be approved by the internship coordinator of the CIS department. Students must fulfill the minimum 8 week/120 job hour requirements in order to receive credit for summer internships or 10 week/150 job hour requirements in order to receive credit for fall or spring internships. These hours should be documented either by a time sheet or weekly log of activities.

The student must use some type of new technology that they have not used before. The technology must be of a nature that it adds to the student’s academic and experiential benefit as determined by the faculty coordinator of the internship.

The student must be charged with finding the solution to a problem, or demonstrate some other means of exhibiting original thinking and problem solving. This should be documented in either the final presentation and/or the final written report.

Internship Deliverables and Due Periods

1. Internship Description: This deliverable should list in detail, the job responsibilities of the internship, the detailed milestones of the internship, and the expected timeline. The internship descriptions should be signed by both by the intern’s supervisor and the intern.
   Due: on the first day of the internship.

2. Work Log: A weekly work log must be kept. A summary of the work log should be submitted to the internship coordinator on the 1st day and 15th day of the months of the internship. The log should indicate the date and hours worked as well as the activities performed during the work period. Each summary report should be at least three pages double spaced.
   Due: 1st day and 15th day of the months of the internship.

3. Midterm Meeting: The Midterm Meeting is a meeting between the instructor, the intern, and the intern’s supervisor at work. The intern must schedule this meeting at the end of second month of the internship. Make sure to call or email to set up the meeting by the stated deadline. This meeting may be in person at the job site, or it may be scheduled as a phone meeting with the intern and their supervisor.
   Due: at the end of the second month of the internship.

4. Final Presentation: by the last class day of the semester, the intern is required to give a final presentation to either superiors and/or peers at which the internship coordinator must be present. This is the opportunity for the interns to share their insights, knowledge and experiences and showcase their achievement during the internship.
   Due: by last class day of the semester

5. Final Report: The internship must have a written component, such as a final report or some other significant communication document. If such a document is not a part of the employer
internship requirements then the faculty coordinator will define a final written report based on the internship experience. The final report should be at least 10 pages double spaced.

Due: by last class day of the semester

6. Supervisor Evaluation: The supervisor evaluation must be completed by an appropriate and responsible management-level individual in your firm, indicating your successful completion of the requirements of your internship—preferably your supervisor with whom you have worked most closely during the semester.

Due: by last class day of the semester

Grade Evaluation:

Grades for the courses will be pass/fail. If a student fails to complete the internship or meet the agreed to guidelines, as determined by the coordinating faculty member, the student will receive a grade of fail.