

## **Information Systems 4953 (Internship)**

Taking part in an internship program will give you the opportunity of gaining practical work experience and marketable skills. An internship can potentially help you 'get your foot in the door' of a company or organization. Be aware that many internships are not paid positions, but some internship programs do offer pay or an honorarium. An internship will help you:

- Gain practical on-the-job experience by applying the academic theory learned in the classroom to a work environment.
- Return to the classroom better able to appreciate what you are learning and willing to share experiences with your classmates.
- Develop a network of business contacts. Studies have found that interns are more readily employed after graduation. According to a recent poll by the National Association of Colleges and Employers, 52% of interns accept full-time jobs at the companies that they have interned with after graduation (local markets may differ). [<http://www.jobtrak.com>]
- Gain a competitive advantage over other students. Studies show that grades improve after completing a co-op or internship assignment.

We tend to retain  
10% of what we hear  
15% of what we see  
20% of what we see and hear  
80% of what we EXPERIENCE

...Internship IS EXPERIENCE! Start planning your internship experience today.

### General Internship Policies

1. Students are responsible for finding their own internship.
2. Information Systems (IS) students meeting the eligibility requirements below may take three (3) hours of IS elective credit. Information Systems 4953 counts as an IS elective.
3. The internship position must be information systems or information technology related.
4. The internship should be a new position for the intern. If the internship involves preexisting employment, the employer must provide new learning experiences and an expanded job description.
5. The internship must be approved by the department chair of IS and Applied Sciences.
6. The internship is a Pass/Fail course.
7. The student must work a minimum of 160 documented hours to receive the three hours credit.

## Student Eligibility Requirements

1. Students must have completed 75 credit hours before enrolling in an internship.
2. Students must have completed a minimum of nine (9) credit hours in the major, not including courses in the business core.
3. Students must be in good academic standing (not on academic probation).
4. Students must have DECLARED information systems as their major.

## INTERNSHIP APPLICATION

### Employer Data

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Telephone #: \_\_\_\_\_ Fax: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Email address: \_\_\_\_\_

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### Student Data

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Email address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Job title: \_\_\_\_\_

Brief job description: \_\_\_\_\_  
\_\_\_\_\_

Beginning and ending dates of work: \_\_\_\_\_ Salary or wages: \_\_\_\_\_

Work schedule (circle appropriate days) M T W Th F Sa Su Hours: \_\_\_\_\_

Internship course#: \_\_\_\_\_ Semester: \_\_\_\_\_

Overall GPA: \_\_\_\_\_ Total hours completed: \_\_\_\_\_

Course completed in the major (give course numbers) \_\_\_\_\_  
\_\_\_\_\_

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### APPROVED BY:

\_\_\_\_\_  
Department chair  
or  
Intern Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date