

## INFORMATION SYSTEMS DEPARTMENT INTERNSHIP APPLICATION

FOR ACADEMIC CREDIT

### INTERNSHIPS FOR INFORMATION SYSTEMS STUDENTS

IS STUDENTS are encouraged to participate in an internship for at least one semester prior to the completion of their acadmic program. Undergraduate students may apply for internships in their junior or senior year. The internship experience has proven to enhance real world business knowledge. Students can find internship opportunities by identifying and contacting companies on their own, by contacting those provided by the college and university or by networking at recruitment events sponsored by the Monte Ahuja College of Business. For information about upcoming recruitment events, students are encouraged to check their Vikes email, College of Business website events calendar and read the flyers which are posted in the Monte Ahuja College of Business. Internships can turn into full-time positions when students show their full potential.

After a student receives an offer for an internship, he or she needs to complete the Internship Application form and submit it to IS departement (located in BU 344) for approval prior to the end of the start of the semester in which they are registering.

### GENERAL INTERNSHIP REQUIREMENTS

- Application must be completed prior to start of work or one week prior to start
  of semester for which you are registering for the course.
- Students need to have a minimum 2.0 cumulative GPA\*
- Internships are required to be a minimum of 120 working hours over the course of the semester, including summer semester.
- Students who are already working for an organization cannot use their paid work experience for internship credits.
- A minimum of 75% of the intern's work should be deemed professional in nature.
   The student must prepare an Internship Proposal that includes: the course/student/ employer information, job description, and internship goals/ objectives that will be completed during the internship with an Offer Letter and this Form to the faculty advisor with the application.
- It is the student's responsibility to check with his/her faculty advisor regarding specific department requirements pertaining to the student's major.
- The student is required to provide a report to his/herfacultyadvisor prior to the conclusion of the internship. The faculty advisor should have regular contact with the student's supervisor at the internship.
- The employer is required to provide an evaluation of the student's performance during the internship period and submit it to the faculty advisor before the semester ends.
- International students need to contact the Center of International Services & Programs (CISP) for their eligibility to participate in internships within the United States. Upon acceptance by a company, international students are required to complete additional paperwork with CISP before the beginning of the internship.

### GUIDELINES FOR PREPARING INTERNSHIP REPORT

Your business internship experience is an important part of your academic degree program. Beeause you earn academic erect it forthe field experience, you must prepare a professional management report about the internship. Your report (8-10 pages double spaced) must be submitted to your faculty advisor by the last day of instruction. Please be sure to meet with your faculty advisor for additional department requirements.

The suggested format is as follows:

#### I)TITLE PAGE

Include course number, course name, name of internship firm, your name, name of faculty supervisor to whom report is submitted and date.

#### 2) INTRODUCTION/PURPOSE

What you were attempting to achieve with the internship.

#### 3) INTERNSHIP INFORMATION

Name and address of firm, department or unit in which you interned, dates of internship, name and title of supervisor, tasks, products/services rendered, markets served and nature of the industry or industries in which the firm is operating.

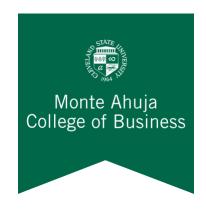
#### 4) INTERNSHIP DUTIES/TASKS PERFORMED

Types of professional activities you performed, meetings in which you have participated and professional readings, if any, you have completed.

#### 5) WHAT YOU LEARNED FROM THE INTERNSHIP

The bulk of your report should explain what you have learned from the experience. For example, new analytical tools and processes, how the internship experience has complemented or enhanced your understanding of the academic curriculum.

\*2.0 cumulative GPA for undergraduate students and a 3.0 GPA for graduate students.



# INFORMATION SYSTEMS DEPARTMENT INTERNSHIP APPROVAL FORM

### STUDENT INFORMATION

Student Name	CSU ID#
Email Address	Phone Number
Major	GPA
INTERNSHIP EMPLOYER INFORMATION	
Attach Job Description (from employer)	
Company/Organization's Name	Company/Organization Phone
Supervisor's Name	Supervisor's Title
Supervisor's Phone	Supervisor's Email Address
INTERNSHIP DESCRIPTION	
Intern Position Title	
Semester and Year Internship Credits Apply	
Begin Date	End Date
Hours per Week	Paid/Unpaid
INTERNSHIP COURSE NUMBER AND CREI	OIT HOURS
Below is a list of internship courses available for Systems Department. Please select the course	or undergraduate and graduate students through the Information you would like to register for and indicate the course number and credit application in the "Internship Description" section. Note that 400 level
Signature of IS Department Chair	Date
Signature of the Faculty Advisor	Date

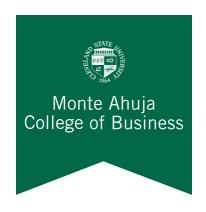
<sup>\*</sup>Pick up copy of syllabus from IS department (BU 344)



# INTERNSHIP EVALUATION FORM

This form is to be filled out by your supervisor/mentor when the internship is completed. Please email completed form to: information\_systems@csuohio.edu

CRITERIA	EXCEED Expectations		MEETS Expectations		DOES NOT MEET EXPECTATIONS		
ORAL COMMUNICATION SKILLS							
Organization of thought process							
Use of communication aids							
Speaking skills							
Personal appearance and demeanor							
Interaction with audience							
WRITTEN COMMUNICATION SKILLS							
Organization/Structure of Reports/write-ups							
Writing Style (Spelling, Grammar, language)							
CRITICAL / INTEGRATIVE THINKING							
Ability to identify decision problems & key issues							
Accuracy and relevance of analysis							
Logic and reasoning							
Breadth and depth of answer in addressing complex issues							
Ability to integrate business concepts and theories in formulating credible solutions							
TECHNOLOGY USE							
Proficient use of Excel/spreadsheets							
Proficient use of communication technology, data sharing software and social media							



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NOTES/COMMENTS ABOUT STUDENT'S INTERNSHIP EXPERIENCE: