

INDIANA TECH

IS4950 Internship Packet

Course Requirements and Enrollment Application

IS4950 Internship

Course Objectives

The IS4950 Internship course combines professional field experience as a member of an organization with classroom topics and principles of Information Systems. In addition to the work experience, students will also discuss the relationship of previous course work to actual operations in industry.

The purpose of the course is to provide the student with a first-hand involvement with the field of Information Systems. Students will acquire useful marketable skills and demonstrate the knowledge accumulated in their coursework. In addition, students will gain an awareness of the technical and business skills that professionals employ, and foster the students' own sense of confidence and competence in the professional world.

Course Prerequisite

In order for students to enroll in this course, an IS4950 Internship Application must be completed and approved before the first day of class. Only pre-approved students can register for the course. The following two documents must be attached to the application:

1. Proposal

Students are required to compose a proposal as part of their Internship Application. It should outline all aspects of their internship, including:

- what their position will be
- what activities they will be performing
- how each of these activities is related to their education in Information Systems
- how they will apply past coursework in their job

Note: Insufficient detail may result in their application be denied.

2. Job Description

Students will need to secure a paid position before the beginning of the semester. Once employed, the student will submit a copy of their Job Description (must be provided by the company/employer) as part of their Internship Application.

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Course Requirements

Once enrolled in the course, students must complete and submit the following three items before 5:00 PM on the last day of class:

1. Employment

Students must work at least 120 hours (for 3 credits) or 240 hours (for 6 credits) before the end of the semester. Confirmation of the hours worked is required.

2. Employer Evaluation

Students will be required to submit a written evaluation from their employers reflecting their job performance, total hours worked, and any additional accomplishments achieved during the internship period. The evaluation must be signed.

3. Summary

Students should keep a journal of the work performed during the internship and use this information to write a summary of their experience at the end of the internship. The summary should demonstrate how they achieved the goals outlined in their proposal and highlight their accomplishments, skills, and knowledge acquired. The journal should be handed in along with the summary. Note: Insufficient detail may result in no coursework credit being awarded.

Course Contact Information

The instructor and contact person for the IS4950 Internship course is:

Professor Robert J. Fontaine
IndianaTech
1600 E. Washington Blvd
Fort Wayne, IN 46803
(260) 422-5561 Extension 2305
RJFontaine@IndianaTech.edu

INDIANA TECH

IS4950 Internship

Application to enroll in the IS4950 Internship Course

Instructions

To enroll in the IS4950 internship course and receive coursework credit for your internship, please complete this form and return it, along with a copy of your internship proposal and job description, to Professor Robert Fontaine before the first day of class.

Student Information

Student Name: _____ Date: _____

Student ID: _____ Major: _____ Credit Hours Requested: _____

E-Mail Address: _____ Telephone: _____

I have read the course requirements and understand that I will only receive coursework credit if I properly complete these course requirements before 5:00 PM on the last day of class.

Student's
Signature: _____

To Be Completed By Employer

Company Name: _____ Telephone: _____

Supervisor: _____ E-Mail Address: _____

Date of Hire: _____ Expected number of hours to be worked: _____

Is this a paid position? _____ Has the student been provided a Job Description? _____

I certify that the student listed above has been/will be employed by me and agree to provide the student with an employee evaluation 2 weeks before the end of semester.

Supervisor's Signature: _____

For Instructor's Use Only

Approved / Denied If not approved, reason for denial: _____

Signature of Instructor: _____

For Registrar's Use Only

If approved, please enroll the above student in the IS4950 course for the next semester and sign below.

Registrar's Signature: _____