

CIS 497 Computer Information Sciences -- Internship Approval Form

Student Information

Last Name: _____ First Name: _____ Student ID: _____

Phone: _____ Major: CIS CSC
Classification: Freshman Sophomore
 Junior Senior

Employer Information

Company Name/Department: _____

Address: _____

Supervisor/contact name: _____ Phone: _____

Contact email: _____

Approximate internship starting date: _____ Approximate finish date: _____

Attach to this page a list of tasks/goals and a preliminary weekly timeline from your supervisor (along with supervisor signature below). This documentation should demonstrate an increasing level of responsibility for the intern appropriate to his/her skill development.

Course Details

Semester registering: Fall Spring May Summer I Summer II Summer Term

Year: _____ Number of credit hours: 1 2 3 (See policy sheet)

Expectations:

- 1) I agree to promptly contact the IWU MCIS division chair regarding any changes to my internship status or any difficulties incurred.
- 2) I understand that upon my return to campus, I will be required to promptly submit the following documentation to the IWU MCIS division chair.
 - a. Journal (daily log of hours worked and brief description of tasks)
 - b. Formal report (a corresponding oral presentation is also required)
 - c. Student Evaluation of Employer
 - d. Employer Evaluation of Student (unless sent directly to department)

Signature of Student

Date

CIS Academic Advisor

MCIS Division Chair

Signature of Employer (Supervisor)

Date

CIS 497 Computer Information Sciences Internship Policies (07/22/2019)

Awarding of Academic Credit

To receive credit for CIS 497, the student must do the following:

1. **Prior to doing the internship:**
 - a. Locate an internship and have the employer supervisor complete a list of goals and a timeline for the project.
 - b. Submit a completed CIS 497 Approval Form (including signature of employer supervisor) and the employer's goal list and timeline to the IWU MCIS division chair.
2. **Prior to the semester in which the internship is completed**, obtain a drop/add form from the MCIS division chair to officially enroll in CIS 497. The CIS 497 Approval Form must be submitted before registering for CIS 497. The intern must be classified as a CIS or CSC major during this semester.
3. **At the end of the internship (prior to the end of the semester in which the internship is completed):**
 - a. Have the employer supervisor complete an evaluation of the intern.
 - b. Submit to the MCIS division chair the journal with time log, the formal report, a completed evaluation of the employer, and the employer's completed evaluation of the intern (unless the employer submitted this directly to IWU).
 - c. With the IWU faculty member responsible for the MCIS colloquium, arrange a date for the oral presentation to the student's peers and faculty.

The forms mentioned above are available at

<https://www.indwes.edu/undergraduate/division-of-math-and-computer-information-sciences/student-forms>

Grading Policies:

1. The number of academic credit hours awarded will be based upon the total hours worked:

Work hours	Credit hours awarded
0 – 45	0
46 – 90	1
91 – 135	2
Over 135	3

2. The course grade will be assigned “Satisfactory” assuming the journal, formal report, presentation, evaluation of employer, and evaluation of employee are all of acceptable quality.
3. If the faculty deem the journal, report, and/or presentation are of insufficient quality, the student will have one opportunity to improve and repeat them; failure to do so will result in failure of the course.
4. If the employer evaluation of the student is unsatisfactory, the DMCIS division chair and faculty will investigate the situation and decide whether credit should be awarded.
5. The course may be repeated for credit, but a limit of three hours of credit may be applied as credit toward a computer major. Academic credit cannot be given in multiple departments for the same internship.

Assignment Expectations

- 1) There is no required format for the journal. The goal is to document the hours worked and identify the general activity in which they were spent.
- 2) The final report should be at least five pages and be written in a formal style.
- 3) The presentation should be approximately 30 minutes and use presentation software.
- 4) The report and oral presentation should include: name/title/date, brief employer background, task(s) description, skills developed, main accomplishments, personal growth and lessons learned (connections to faith and values are appropriate), and overall conclusion.
- 5) It is understood that some assignments may involve information that is proprietary to the employer. In this case, the intern is expected to jointly identify with the employer ways in which she/he can publically describe the assignment without revealing confidential information. Note that IWU only needs to evaluate the student’s skill development, not the project goals or actual work product.