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|  | **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
*Obtain a list of tasks/goals and a preliminary weekly timeline from your supervisor and attach (along with supervisor signature below)*:

*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 CIS faculty member serving as course coordinator 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 coordinating faculty member.  
   1. Journal (daily log of hours worked and brief description of tasks)
   2. Formal report (minimum of five pages reflecting on the experience and summarizing   
       the computer concepts involved). An oral presentation is also required.
   3. Student Evaluation of Employer
   4. Employer Evaluation of Student (unless sent directly to department)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature of Student Date CIS Academic Advisor Faculty Coordinator  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature of Employer (Supervisor) Date

**CIS 497 Computer Information Sciences Internship 06-17-2014**

**Awarding of Academic Credit**

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

1. **Prior to doing the internship:**
   1. Locate an internship and have the employer supervisor complete a list of goals and a timeline for the project.
   2. Obtain the agreement of a CIS faculty member to be the IWU coordinator of the internship.
   3. Submit a completed CIS 497 Approval Form (including signature of employer supervisor) and the employer’s goal list and timeline to the IWU coordinator. Approval forms are available at [https://iwu-math-cis.squarespace.com/student-forms//CIS-497-Policy-and-Approval-Form.docx](https://iwu-math-cis.squarespace.com/student-forms/CIS-497-Policy-and-Approval-Form.docx)
2. **Prior to the semester in which the internship is completed**, 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):**
   1. Have the employer supervisor complete an evaluation of the intern.
   2. Submit to the IWU coordinator a journal (including a daily task log and record of hours worked), a formal descriptive narrative report of at least five pages, an evaluation of the employer, and the employer’s evaluation of the intern (unless the employer submitted this directly to IWU).
   3. Arrange with the IWU coordinator a time for the oral presentation to his/her peers and faculty in the CIS Department.

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 |

1. The course grade will be assigned by the supervising faculty member based upon the following:  
     
   Satisfactory employer evaluation: 50%

Log book: 15%

Final Report: 25%

Oral Presentation: 10%  
  
The final report and oral presentation should include Name/title/date, Introduction, Project Definition, Skills / Toolsets developed, Project Task & Assessment, Integration with Worldview, Lessons Learned & Alternative Approaches, Conclusion, and Overall Impressions.

1. If the CIS faculty deem the report and/or presentation 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.
2. If the employer evaluation of the student is unsatisfactory, the DMCIS division chair and the CIS faculty will investigate the situation and decide whether credit should be awarded.
3. 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.