



**J. Whitney Bunting College of Business
Department of Information Systems and Computer Science**

Guidelines for Receiving Academic Credit for an Internship
Internship Guidelines-updated-Aug2019.doc

Course: CBIS 4605, CSCI 2960, CSCI 4960, or MMIS 6805

Credit

- Academic credit for an internship is not automatic. The decision to award credit is made **before** the internship begins and is made by the department chair or faculty internship coordinator. **Completing the paperwork does not guarantee academic credit.**
- Students work at least 40 hours for each hour of academic credit. Credit depends on the nature of the internship and the number of hours worked by the student. Standard course credit is 3 hours.
- Oversight of internships is provided by the department chair or faculty internship coordinator.
- This course may count towards either a major or minor in the respective discipline as a required course or it may count as a business or general elective.

Description

This course is an individually planned learning opportunity involving field experience in the private or public sector. The topics covered are based on the work situation. Internships may either be paid or unpaid. Learning outcomes vary by discipline and by internship.

Limitations

- Credit normally is not given for jobs where the student is, or has been, employed on an on-going basis. This provision may be waived if the student completes a formal internship/professional training program with the employer.
- Credit normally will not be given if a student is employed in a business owned or supervised by a family member.

Requirements

- Complete at least 40 working hours per semester hour of credit earned.

Example:

Credit Hours Earned	Minimum Work Hours Required	Weeks in Semester	Min. Hrs. per Week to Work
1	40	15	3
2	80	15	6
3	120	15	8

- Perform professional duties related to the specific field of study at the place of employment. Menial and clerical activities do not qualify as professional duties that receive internship credit unless they are one component of a formalized, management training program.
- Maintain and submit, as part of the Internship Report, an internship task log of work hours and duties performed.
- Complete and submit the Internship Report.
- The internship field supervisor submits the Employer's Evaluation.

Grading Criteria

- Formal evaluation submitted by the internship field supervisor (60% of the grade).
 - The student was well-prepared for this experience in terms of (a) Overall academic training; (b) Preparation in academic major; (c) Basic skills (written/verbal); (d) Maturity
 - Professional attitude; Relations with others; Ability to learn; Initiative; Quality of work; Quantity of work; Attendance; Punctuality; Overall performance

- Evaluation of the student's formal Internship Report (40% of the grade).

Registration and Course Paperwork

Before beginning the internship:

Student:

- Secures potential internship opportunity and discusses requirements with the prospective field supervisor.
- Gains approval from the department for the proposed internship by completing the Internship Application Form and Employer Letter of Agreement (pp. 3 & 4).
- Student registers and pays tuition for the internship after the internship has been approved and the course has been created.

Employer:

- Completes the "Employer Letter of Agreement", keeps a copy, and returns it to the student.

Department:

- Approves the letter of agreement, signs the "Internship Application Form," and creates a student file.
- Creates the class on Banner and emails the student to register and pay for the class.

During the internship:

Student:

- Maintains the weekly task log.
- Gives the "Internship Program – Employer's Evaluation" form to the employer supervisor.

Department:

- Provides academic supervision through the department chair or faculty internship coordinator.

Upon completion of the internship:

Student:

- Submits the Internship Report, due on the last class day of the semester at 5 pm (before finals), to the faculty coordinator for the internship.

Employer

- Emails the "Internship Program – Employer's Evaluation" form to the faculty supervisor by the last day of the semester.

Department

- Grades the internship and submits the grade.
- Maintains the internship paperwork.



Internship Application Form

TO BE COMPLETED BY STUDENT:

Name: _____ GCID: _____

Student Major: _____ GPA (min. 2.5 undergrad, 3.0 graduate): _____

Internship Course Prefix and Number: _____

Internship Semester Hour Credit: _____ Internship Employer: _____

Term of Internship: Spring _____ Fall _____ Summer _____

Computer Science Majors Only:

Semester/Year took CSCI 3341 _____ Grade in course _____

If you have not successfully completed CSCI 3341 yet, you may register for CSCI 2960

MIS Majors Only:

3000 level CBIS courses that you have successfully completed. If you have not successfully completed any 3000 level CBIS courses, you may register for CSCI 2960.

Student E-mail: _____ Phone: _____

I understand the requirements that must be met in order to be awarded academic credit for this internship. My final report is due by 5 pm on the last class day of the semester to the supervising faculty member.

Signature: _____ Date: _____

TO BE COMPLETED BY SUPERVISING FACULTY MEMBER:

Faculty Member: _____

Signature: _____ Date: _____

TO BE COMPLETED BY DEPARTMENT CHAIR:

The student has met the minimum eligibility requirements to undertake this internship for academic credit. The internship experience, as outlined by the employer, will provide the student with significant work experience.

Signature: _____ Date: _____

This page, along with the completed Employer Letter of Agreement, must be submitted to the supervising faculty member and department chair for their signatures before the internship course can be approved and created.



Employer Letter of Agreement

The Department of Information Systems and Computer Science College of Business thanks you for providing this learning opportunity to our student. Our expectation is that you will provide the student with significant work experience in his/her major field of study, and provide feedback on the student's performance, including suggestions for improvement. The student will submit weekly timesheets that require your signature.

Please provide the following information so the department can properly administer the internship. *Please retain a copy of this document for your files.*

Organization Name: _____

Organization Address: _____

Phone: _____ E-mail: _____

Name of Student Intern: _____

Student E-mail: _____ Student Phone Number: _____

Description of Internship Duties: _____

Term of Internship: Fall _____ Spring _____ Summer _____

Supervising College of Business Department Chair or Faculty Member: _____

Faculty E-mail: _____ Department Phone Number: _____

Organization Representative (print): _____

Organization Official Signature: _____ Date: _____

Organization Representative E-mail: _____

Phone Number: _____

This page must be submitted with the student's Internship Application Form before the internship course may be approved and created.

Guidelines for the Internship Report

The report should be typed and approximately 10 pages double spaced (excluding appendices). The report should be structured as follows and have the content section headings.

Title Page: Name and location of organization, dates of internship, number of work hours completed, student's name, supervisor's name, faculty coordinator's name.

Contents:

Section 1: A brief description of the organization and the department where the student worked. Include a discussion of the products/services provided by the organization, the competitive environment, the mission of the organization, and an organizational chart.

Section 2: A brief description of the tasks carried out by the student during the internship.

Section 3: A reflection on what was learned about management, teamwork, and the workplace.

Section 4: A self-assessment of (a) skills and knowledge required during the internship; (b) new skills and knowledge developed during the internship; (c) skills and knowledge in need of further development/improvement.

Section 5: An overall reflection on the internship experience, such as general comments, observations, both positive and negative, how the internship experiences will be helpful for career, and lessons learned in the internship experience.

Section 6: Appendices: (A) Ethical Dilemma Questions (See below) (B) Daily log of activities (C) Current student resume

A. Internship Ethical Dilemma Questions

1. During this internship, did you encounter any ethical dilemmas? If so, briefly describe them.
2. For each of the dilemmas listed in Q. 1, please indicate:
Did you do something about the dilemma?
If "No," why not?
A. Did not affect me B. No authority to act C. Did not know what to do
D. Concerned about repercussions E. Other: _____
3. Discuss how and which classes taken at Georgia College have prepared you to deal with these ethical dilemmas.

The Internship Report is due to the supervising faculty member by 5 pm on the last day of class for the semester the student is enrolled in the internship.

Internship Daily Task Log

Student: _____ **Month** _____ **Year** _____

Instructions: Each day you should complete the daily task log below (make copies as needed). At the end of each week, and at the end of the course, your supervisor at your internship work site should review your documentation and sign that you have worked the number of hours indicated on the log. Forms should be included in your final internship report that is given to the faculty internship coordinator for your internship course.

Week	Hours	Description of tasks performed
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____

Supervisor: _____

Week	Hours	Description of tasks performed
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____

Supervisor: _____

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Monday	_____	_____
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Wednesday	_____	_____
Thursday	_____	_____
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Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____

Supervisor: _____



INTERNSHIP PROGRAM - EMPLOYER'S EVALUATION

Student:

Semester:

Faculty Coordinator:

Employer:

Supervisor:

ACADEMIC EVALUATION: Please circle as appropriate. [1 (low) to 5 (high)]

The student was well-prepared for this experience:

- | | | | | | |
|----------------------------------|---|---|---|---|---|
| a. Overall academic training | 1 | 2 | 3 | 4 | 5 |
| b. Preparation in academic major | 1 | 2 | 3 | 4 | 5 |
| c. Basic skills (written/verbal) | 1 | 2 | 3 | 4 | 5 |
| d. Maturity | 1 | 2 | 3 | 4 | 5 |

PERFORMANCE EVALUATION: Please check as appropriate.

PROFESSIONAL ATTITUDE

- Outstanding in enthusiasm
- Very interested and industrious
- Average in diligence and interest
- Somewhat indifferent
- Definitely not interested

ABILITY TO LEARN

- Learns work exceptionally well
- Learns work readily
- Average in understanding work
- Rather slow in learning

QUALITY OF WORK

- Excellent
- Very good
- Average
- Below average
- Very poor

ATTENDANCE

- Regular
- Irregular

RELATIONS WITH OTHERS

- Accepted easily, very well liked
- Works well with others
- Gets along satisfactorily
- Has difficulty working with others
- Works very poorly with others

INITIATIVE

- Proceeds well with little/no supervision
- Goes ahead independently at times
- Does all assigned work
- Hesitates

QUANTITY OF WORK

- Unusually high output
- More than average
- Normal amount
- Below average
- Low output, slow

PUNCTUALITY

- Regular
- Irregular

OVERALL PERFORMANCE: Outstanding Very good Average Marginal Unsatisfactory

COMMUNICATION SKILLS

	Never	Sometimes	Usually	Always	Unable To Rate
a. Wastes time by conveying information that isn't necessary					
b. Has difficulty expressing ideas and thoughts					
c. Uses unprofessional jargon or slang					
d. Interrupts when others are speaking					
e. Says things without regard to how others will perceive it					
f. Asks for help when needed					
g. Checks grammar and punctuation when writing					
h. Gives undivided attention to the speaker					
i. Provides appropriate nonverbal feedback through body language					
j. Considers cultural barriers when communicating					

RECOMMENDATIONS:

1. Describe strengths demonstrated by the student during this work period.

2. Indicate any areas for improvement.

3. List activities that would enhance this student's development.

4. Summary of work performance and additional remarks.

5. This report has been discussed with the student. Yes No

Supervisor

Date

Student

Date

** Supervisors should email this form to the faculty supervisor listed on the Employer Letter of Agreement by the last day of the semester (even if the student will continue working). Please discuss this evaluation with the student and get his/her signature on the evaluation. We believe a candid discussion is an important part of the student's job preparation, and we encourage supervisors to have this important discussion.