

PROCEDURE FOR INTERNSHIPS

COLLEGE OF BUSINESS AND INFORMATION SYSTEMS

1. Anyone requiring special adaptations or course modifications, due to a disability, should inform the Instructor as soon as possible.
2. Students should first consult with their faculty advisor. Students should then consult with the MSIA Program Coordinator regarding internships.
3. Secure from the Graduate Office or the Graduate website at <http://www.departments.dsu.edu/gradoffice/currentstudents/relatedforms.htm> to access the **Request for Internship** application form and complete it. The description of the work to be performed should be prepared by the intern in cooperation with the participating organization. The completed application form must be approved by the MSIA Program Coordinator. No registration is possible without this approval. Unless approved in writing and under special circumstances, no intern experience will be accepted prior to registration.
4. Credit hours allowed will be based primarily upon the quality of the internship experience rather than the number of hours worked. A minimum of 120 hours of participation experience is necessary for each hour of internship credit, however.
5. Internships are graded as credit - no credit experiences.
6. Near the completion or following of the internship, a responsible member of the client organization, usually the supervisor of the intern will complete an evaluation form for each intern. This evaluation is most important, as it is a major determinant in the final grade for the intern. This form will be forwarded to client personnel for completion during the course of the internship.
7. Each week the intern should write in a journal:
 - 1) What he/she did that week.
 - 2) What he/she learned that week.
8. Near the end or following the internship, each intern will
 - 1) Prepare a written report describing the internship experience and the work done.
9. **No credit or grade can be given until the intern's report is submitted and the supervisory evaluation is returned to the MSIA Program Coordinator.**
10. Monetary compensation is a matter of agreement between the intern and the participating organization.