Middle Georgia
State University

School of Computing
Department of Information Technology

INTERNSHIP HANDBOOK

I. Purpose

Students pursuing the Bachelor of Science degree in Middle Georgia State University's Department of Information Technology have the opportunity to complete *Internship in Information Technology* (ITEC 4701) as an upper-level elective.

The purpose of an internship is to provide students with the opportunity to have a 'real- world' work experience in IT and to meet and work for employers in the area. In this 'real-world' experience, students apply skills learned from their classes at Middle Georgia State University, learn new 'on the job' skills, and network with professionals in the Information Technology field. An internship in Information Technology consists of a minimum 150 hour experience and written reports about the experience.

The specific skills to be learned and used are approved by a Department of Information Technology faculty member who would agree to be your sponsor and the department Chair.
You should complete the internship by the end of the semester in which you are enrolled. Exceptions may be granted by the Department Chair for internships that do not strictly follow the academic calendar.

An internship can offer students opportunities to:

- Acquire work experience which can be used in pursuit of a career.
- Put academic learning into practice by applying the skills learned in their classes.
- Experience real-world business processes and see how specific projects relate to larger business goals.
- Learn new "on-the-job" skills.
- Enhance professional skills.
- Enhance communication skills.
- Network with professionals in business and in the IT field.

II. Finding an Internship

Here are some suggestions on ways to secure an internship.

- "Like" the School of IT on Facebook
- Make sure you are receiving DoIT emails
- Talk to your instructors
- Talk to your fellow students, family, and friends
- Do an internship with your current employer, however, the internship must contain tasks not associated with your 'regular' job.

III. Eligibility

To be eligible for this course, you should have completed at least 15 hours of your ITEC program of study. This course can be taken twice, counting as a maximum 6 hours of upper-level IT electives.

IV. Internship Guidelines

- Internships may be completed in any of the academic semesters.
- Internships must involve a minimum of 150 hours of documented work during the academic semester.
- You must apply and be approved for internships **prior to the start of an academic semester**. The internship must be approved before beginning. The documents must be submitted **one week** before the semester starts.
- You must have a faculty sponsor. The sponsor can be any full-time faculty in the Department of Information Technology.
- Once the internship is approved you will be enrolled in a section of ITEC 4701 and the faculty sponsor will be listed as the course instructor.
- The internship should be completed by the end of the academic semester in which the student is enrolled. Exceptions may be granted by the Department Chair for internships that do not strictly follow the academic calendar.

V. Getting Started

Before students can be registered for ITEC 4701, they are required:

1. To review this ***Internship Handbook.***
2. To find an organization where the internship will be served.
3. To find a full-time faculty member who will sponsor the internship. The organization and the scope of the internship must be approved by a full-time faculty member in the D of Information Technology.
4. To read the course syllabus.
5. To complete and submit (a minimum of one week before the internship starts) to the faculty sponsor the following documents:
    a. Internship Proposal
    b. Student's Resume
    c. Internship Agreement
    d. Application and Approval Form
6. The Department of IT will review the proposal and either approve or deny it.

VI. During the Internship

There are numerous reports and forms that you will need to complete during and at the end of the internship. All of the documents will be submitted in either D2L or mga.edu email. All of the documents must be completed and received by your faculty sponsor before a course grade can be entered.

1. Internship Midterm Progress Report

A progress report will be due in the middle of the semester (the student will check MGA academic calendar for midterm date). The template for the report is available on the Department of IT webpage.

The purpose of this midterm progress report is to evaluate the actual progress of the internship against the expectations submitted in the internship proposal. It is one way to update your faculty sponsor on your activities and progress during the internship.

The report has to include the following sections, providing as much detail as possible and including specific examples:

a) **Introduction**, stating where and when the internship was performed, along with a brief description of the organization.
b) **Reporting Period**, the weeks covered by the report.
c) **Accomplishments and Work Performed**, including a summary of activities and tasks, initial job responsibilities, and changes in job scope over the internship.
d) **Plans for the Rest of the Semester**, stating what you still plan to do and the estimated hours required during the rest of the semester.
e) **Relationship to Your Academic Experience**, describing any connections that were found between the work performed thus far as an intern and your classroom experiences prior to and during the internship. Be very specific.
f) **Conclusion**, your opinion as to the value of the internship and its impact (if any) on your future career choice.

2. Internship Final Report

A final report is due during the last week of class. Use the template for the *Internship Final Report.*

The final report is your reflection on the experience. Only hours spent on tasks normally associated with the information technology profession will be counted toward your internship. The decision regarding the applicability of a task is left to the discretion of your faculty sponsor. If you have doubts, ask. Don't wait to the end of the semester.

The report has to include the following sections, providing as much detail as possible and including specific examples:

a. **Introduction**, stating where and when the internship was performed, along with a brief description of the organization.
b. **Work Performed**, including a summary of activities and tasks, initial job responsibilities, and changes in job scope over the internship.

c. **Scope of Internship**, stating what you did, what you accomplished, and the hours you invested in the internship.
d. **Relationship to Academic Experience**, describing any connections that were found between the works performed as an intern and your classroom experiences prior to and during the internship. Be very specific.
e. **Conclusion**, your opinion as to the value of the internship and its impact (if any) on your future career choice.

3. Student Internship Evaluation Form

A student internship feedback form will be due during the week of scheduled final exams. The template for the *Student Internship Evaluation Form* should be used. The form must be signed and dated by you, and submitted electronically by you to your instructor either via D2L or mga.edu email.

4. Internship Supervisor Evaluation Form

Your supervisor will need to complete the Internship Supervisor Evaluation Form. The form must be completed, signed and returned to the faculty sponsor before the end of final exams week.

In this form, your internship supervisor:

- Rates your performance.
- Provides feedback on our internship program

VII. Work Conduct

During the internship you are expected to maintain a professional image and to follow the guidelines and polices of the organization. You will:

- Dress appropriately according to the organization's dress code.
- Project a professional attitude.
- Be enthusiastic.
- Cooperate with your internship supervisor and work colleagues.
- Adhere to high ethical standards.
- Be punctual.
- Notify your internship supervisor regarding any absences or lateness.

Respect the need to keep confidential information about the organization's business practices, products, customers, and employees.

Immediately communicate to your internship supervisor and faculty sponsor any problems encountered during the internship.