

## **2010 Guidelines to Receiving Academic Credit for Internships in the DISC Department**

Internships are very important ways for students to gain experience while attending college. They can be rewarding and can lead to exciting careers. Real-world, practical experience can enrich an already top-notch curriculum. As an urban university, many of our students hold some sort of part-time or full-time job. Consequently, it is often difficult to determine when an internship is a job and when it is a learning experience.

Since the DISC department already has existing courses through which students may receive internship type experiences, students will not enroll for GENB 4396, but rather for one of the courses indicated on the next page.

For the DISC department, credit can be earned for internships under the following conditions:

- 1) You **MUST** attend the mandatory internship academic request workshop
- 2) Every internship for credit must have a faculty sponsor.
- 3) Faculty sponsors will be contacted by the Internship Program Manager and must be agreeable to sponsoring the internship before the internship begins.
- 4) The internship must have verifiable deliverables including regular feedback from the organization where the internship is being done.
- 5) The faculty sponsor must be convinced that the deliverable is worthy of receiving senior undergraduate college credit in their major for the activity.
- 6) The student must be able to demonstrate in a report, by exam or other means the learning that has taken place.
- 7) The faculty sponsor must be convinced that the learning fits with the student's major (i.e. MIS or SCM).
- 8) A contact person within the organization who is involved in the direct supervision of the intern must be available during the project; this person's contact information must be provided to the faculty sponsor.
- 9) The internship cannot last longer than the semester or summer in which the credit is granted.
- 10) The intern is responsible for reading the syllabus and turning in assignments according to the instructor's directions.

### **Departmental internship classes:**

• **SCM 4369: Supply Chain Management Internship** Cr. 3. (3-0). Prerequisites: Junior standing, SCM 3301, SCM 4361, and at least two of the following courses: SCM 4362, 4363, 4365, 4366, 4367, 4368, 4370, 4371, and 4397, and consent of instructor of record (i.e. faculty sponsor). Practicum in one of the areas of Operation Management, Logistics or Supply Chain Management in a Manufacturing or Services sector organization. **Students must meet with the**

faculty sponsor prior to registering for this course and beginning their internship assignment.

- **MIS 4397: Management Information Systems Internship** Cr. 3. (3-0). Prerequisites: Junior standing, MIS 3360, and at least one of the following three courses: MIS 3370, MIS 3371, or MIS 3376 and consent of instructor of record (i.e., faculty sponsor). Practicum in the design, development, and implementation of information systems. Students must meet with faculty sponsor prior to registering for this course and beginning their internship assignment.

## STEP ONE

### How to have your internship considered for credit:

Submit this information to the Internship Program Manager at the Rockwell Career Center:

<b>General Petition Form</b>	Check option #17 and state that you wish to register for MIS 4369.
<b>Pre-screening form</b>	You will get this form from your academic advisor in the Undergraduate Programs Office. You will meet with your academic advisor to see how this course fits into your degree plan.
<b>Internship Placement Packet</b> <b>A. Intern Placement Sheet</b> <b>B. Description for Credit</b> <b>C. Disc Internship Fact Sheet</b>	This packet contains information needed to verify your internship assignment and to determine if it is worthy of academic credit. Items A, B, and C must be submitted along the General Petition Form, Pre-screening form, and a copy of your resume.
<b>Resume/BIO</b>	Please provide a resume to give your faculty sponsor a better understanding of your background.

After submitting your information to the Rockwell Career Counseling Center, you should expect a two to three week processing period. Sometimes this can be longer or shorter depending on various circumstances. This is why it is very important that you complete each form in its entirety as incomplete forms will cause a delay in processing your paperwork. You can always contact the Rockwell Career Center and request an update on your paperwork.

## STEP TWO

<b>Daily Journal</b>	You are responsible for providing your faculty sponsor with a daily journal that records what you have worked on during the day along with (a) what, if anything, new has been learned during the day and (b) what may have gone well and what may not have gone well that day. Entries for the week in the daily journal must be emailed to your faculty sponsor at the beginning of the following week.
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<b>Internship Presentation</b>	During the final week of your internship, you are required to make a presentation to both your reporting supervisor and your faculty sponsor summarizing your major accomplishments and skills learned during the internship. Other personnel with whom you have worked during your internship assignment may also be invited to attend the presentation.
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**DUE After your assignment or at the end of the semester**

**Completing your Internship Requirements**

**Please submit the following items through your Bauer Career Gateway account at the end of your internship assignment under the “Internship/Co-op Experiences” tab within your profile. Click on “Edit” and complete the information listed below. Please note that only the first item applies to your faculty sponsor. The other items apply to the Rockwell Career Center.**

<b>Faculty Sponsor Requirements</b>	In case where the internship presentation mentioned above does not occur, at the end of the internship you are required to submit a letter of review from your supervision. This letter should document that projects/work completed and evaluate your performance on the job. The letter of review should be addressed to your faculty sponsor, submitted in a sealed envelope, and include the name and contact information for the supervisor.
<b>Basic Information</b>	Enter basic information about the company (e.g. company name, reporting supervisor, etc.) and learning objective you have established with your employer.
<b>Student Self-Evaluation Form</b>	Describe how your different skills sets have changed due to your internship experience and also evaluate what it was about your internship that was of most value to you.
<b>Program Evaluation</b>	Please use this space to evaluate your internship experience (administration of the program by the Rockwell Career Center, support from the faculty sponsor, and the value of your work assignments during the internship).
<b>Student Testimonial/Semester Report</b>	Please provide a short summary of your internship experience with recommendations for other students who may be interested in that internship. With your permission, this document will be kept on file in the Rockwell Career Center for other students to view.
<b>Employer Evaluation Form</b>	Your internship supervisor completes this document. Please ask your internship supervisor to complete this document in their Bauer Career Gateway account under the “Internship/Co-op Experiences” tab. Please have them contact the Rockwell Career Center if they do not have an account.