

INDIANA TECH

IS4950 Internship

IS4950 Internship Course Agreement Form

Instructions

To meet the first requirement for the IS4950 internship course, please complete this form and bring it to class. *You must submit this form by the 2nd class meeting in order to receive coursework credit for your internship.*

Internship Requirements

The requirements for this course are:

1. Student is employed in the IS/IT field BEFORE beginning the IS4950 internship course.
2. A completed IS4950 Internship Course Agreement Form, submitted by the 2nd class meeting.
3. Attendance of all weekly class meetings - usually held on Thursdays at 1:00 PM.
4. A job description provided by the employer, submitted by the 3rd class meeting.
5. Verification of at least 150 hours worked for each 3 hours of course credit.
6. Weekly review of the journal used to record the work performed during the internship.
7. An evaluation provide by the employer, submitted by the 14th week of class.
8. A detailed Summary detailing all of activities they performed and how they are relate to their education.

Student Information

Student Name: _____ Date: _____

Student ID: _____ Major: _____ Credit Hours Requested: _____

E-Mail Address: _____ Telephone: _____

I have read the course requirements and understand that I will only receive coursework credit if I properly complete the course requirements by the last class or earlier, when specified.

Student's Signature: _____

To Be Completed By Employer

Company Name: _____ Telephone: _____

Supervisor' Name: _____ E-Mail Address: _____

Date of Hire: _____ Expected number of hours to be worked: _____

Is this a paid position? _____ Has the student been provided a Job Description? _____

I certify that the student listed above has been/will be employed by me and agree to provide the student with an employee evaluation 2 weeks before the end of semester.

Supervisor's Signature: _____

For Instructor's Use Only

Approved / Denied If not approved, reason for denial: _____

Signature of Instructor: _____