



### STUDENT INTERNSHIP AGREEMENT

ISQA 4510 - Information Systems Internship

**For Students:** This form must be completed and signed before the end of the second week of class. A copy of your resume and internship job description must be attached to this form.

**For Employers:** The employer is required to complete a student evaluation; instructions will be sent two weeks prior to the end of the semester for which the student has registered for academic credit. The student is required to complete a project report or paper. The Faculty Advisor may visit with the student and their supervisor at the work site during the internship.

#### STUDENT INFORMATION

NAME \_\_\_\_\_

NUID \_\_\_\_\_

EMAIL \_\_\_\_\_

#### SIGNATURES

SEMESTER : \_\_\_\_\_

REQUESTED ACADEMIC CREDIT HOURS : \_\_\_\_\_

\_\_\_\_\_  
STUDENT\* DATE

\_\_\_\_\_  
SUPERVISOR\* DATE

\*By signing this form, I agree to the responsibilities of this internship including the *Internship Report and Evaluation* details outlined on the back of this form.

#### INTERNSHIP INFORMATION

ORGANIZATION \_\_\_\_\_

ORG ADDRESS \_\_\_\_\_

ORG ADDRESS CONT \_\_\_\_\_

JOB TITLE \_\_\_\_\_

HOURS PER WEEK \_\_\_\_\_

START DATE \_\_\_\_\_

END DATE \_\_\_\_\_

SUPERVISOR \_\_\_\_\_

SUPERVISOR PHONE \_\_\_\_\_

SUPERVISOR EMAIL \_\_\_\_\_

<b>To be completed by instructor</b>	
APPROVED ACADEMIC CREDIT HOURS : _____	
_____ INSTRUCTOR OF ISQA 4510	_____ DATE

#### INTERNSHIP EVALUATION

PROJECT EVALUATION METHOD \_\_\_\_\_

TIMETABLE FOR COMPLETION \_\_\_\_\_

INSTRUCTOR-STUDENT MEETING TIME \_\_\_\_\_

PROJECT REPORT DUE DATE \_\_\_\_\_

EMPLOYEE EVALUATION DUE DATE \_\_\_\_\_

If you have a disability and use accommodations in the classroom, please make an appointment with the Disability Services Office, Phone (402) 554-2872, E-mail unodisability@unomaha.edu, MBSC 111, as soon as reasonably practicable prior to the first day of your placement in the field to ensure that reasonable accommodations can be made for your field placement.

cc: student, academic supervisor, program chair



## Report and Evaluation of Internship in ISQA 4510

Evaluation of the internship will be as follows:

*Business Evaluation.* The business hosting the internship will be asked to provide a brief written evaluation of the student's contribution to the business during the internship.

*Student Internship Evaluation.* The student will prepare a 10 to 15 page, double-spaced, typed report about the practical work experience gained during the internship. The report should be of professional quality and should include as a minimum:

- *Goals of the internship*  
Provide a brief summary of the organization and its expectations of you as an intern. Identify the organization's goals, and to the appropriate extent, the organization's computational infrastructure as it affected your work. Do not simply copy "boilerplate" text from the organization. If you wish, you may attach such material to your report as an appendix.
- *Your role in achieving those goals*  
Describe the work you did for the organization. Indicate the extent to which your activities were directed, and the extent to which you were permitted to use your own judgment and academic experience in making decisions. Identify specific hardware and software you used in achieving the organization's goals. As with the internship goals, do not simply copy text from the organization's documents describing the position. Similarly, do not provide extensive technical descriptions of systems or algorithms. Instead, focus on your activities as they related to the internship.
- *The relevance of your academic background to the internship*  
From your perspective, what courses or topics were of the most value to you in completing your internship? What additional courses or topics in existing courses might have been useful in completing your work?
- *Conclusion*  
Indicate if your internship was successful. Describe the criteria you used in evaluating your success.

### **Meeting Between Faculty Advisor and the Intern**

There may be one or more meetings between the faculty advisor and the intern. In particular, a progress review meeting at the middle of the semester will be scheduled. During these meetings the performance and progress of the internship will be evaluated to ensure appropriate academic goals and requirements are being met.

### **Meetings between the Faculty Advisor and the Organization's Representative**

There may also be a meeting between the IS&T Internship Coordinator and/or the faculty advisor and a representative of the organization that is providing the internship (usually the intern's immediate supervisor). During this meeting the intern's progress will be evaluated to ensure the organization's goals are being met.