DEPARTMENT OF MANAGEMENT INFORMATION SYSTEMS
Graduate Student Internship Agreement for Course: ISQA 8910

This form must be completed and signed before the end of the first week of class. Failure to do so may result in Administrative Withdrawal from the course waives any refund of tuition.

Route To: Graduate Student Internship Coordinator   Date: _____

Student Information:

Name:_____NU ID:_____ Phone: _____

Address:_____E-mail: _____

I have obtained an internship job with _____

My job title will be:_____ (Attach Position Description).

I will be working at least _____ Hours/week;

Start date:_____ Termination Date: _____

Supervisor's name:_____ Supervisor's address: _____

Supervisor's telephone number:_____ E-mail address: _____

I would like to receive____hours academic credit toward my degree during the _____semester 20___

Internship Information

The employer is required to evaluate the student intern and to forward that evaluation to the Faculty Advisor one week 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 and to make an oral presentation by the end of the semester. The IS&T Internship Coordinator and/or the Faculty Advisor may visit with the student and his supervisor at the work site during the Internship.

Academic Course Information: **(To be completed by the appropriate Program Chair)**

Your Internship is approved for____hours academic credit toward your degree.

Your Faculty Advisor will be: _____

E-mail address:_____Telephone number: _____

Signatures:
As participants, we agree to the responsibilities of this internship.

Student: _____   Date: _____

Supervisor: _____   Date: _____

ISQA GPC Chair: _____   Date: _____

UNIVERSITY OF NEBRASKA AT OMAHA
COLLEGE OF INFORMATION SCIENCE & TECHNOLOGY

Report and Evaluation of Internship in ISQA 8910

Method of Evaluation
Each student who enrolls in ISQA 8910 will be evaluated using the following components. The weight of each component may vary, but the first two components will invariably constitute the principle factors affecting the grade.

Internship Supervisor's Evaluation
The student's supervisor will be asked to complete an Intern Evaluation in conjunction with the student. This evaluation may be similar to that used for other employees, or may be a special evaluation solely for the Management Information Systems intern. An intern evaluation form is available at the academic advisor's office, or can be downloaded from the ISQA department web site.

Intern's Written Report and Oral Presentation
Each student intern will submit a written report and make an oral presentation about his or her internship experience. The written report is normally between ten and fifteen double-spaced pages of text in length; illustrations are acceptable but will not substitute for carefully written text. The oral presentation should be prepared with medium aid such as Microsoft PowerPoint slides. The written report should be handed in one week before the end of the semester in both printed and machine-readable form such as a Microsoft Word 2013 document using one-inch top, bottom, left and right margins, and 11 or 12 point body text. The oral presentation should be made on a scheduled date by the end of the semester. Both the written report and the oral presentation slides may be published on the ISQA department web site. Both the written report and the oral presentation slides must be of professional quality (organization of the document, grammar, and spelling are all important), have a single title page or slide giving at least the name of the student intern, the time period covered by the internship, and the company or organization for whom the student intern worked. The pages in the report must be sequentially numbered at the bottom of each page. Any material included (e.g. copied or paraphrased) from other sources must be identified and the source attributed. The faculty advisor and the graduate program committee chair or department chair will evaluate the report and the oral presentation.

The written report and oral presentation must address at least the following subjects:

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. A kick-off meeting at the beginning of the semester and a progress review meeting at the middle of the semester may 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.