

MIS Internship in Management Information Systems
(Credit hours possible = 1 – 6; maximum of 3 hours toward major)
2012 Revision

PREREQUISITES: For **undergraduate** MIS students: Completion of 60 hours with a minimum cumulative GPA of 2.75 and 15 credit hours of upper-division core coursework. For **graduate** MIS students: Completion of 15 hours of coursework with a cumulative GPA of 3.0.

PROCESS: It is the student's responsibility to ensure that these requirements have been met. Once the student has an internship offer (i.e., **before starting the internship**), the next step is to meet with the FCBE internship coordinator, who will check and confirm whether the prerequisite requirements have been met. Next, the student will meet with the MIS internship coordinator or department chair to identify the faculty supervisor. The student is responsible for completing the form required by the FCBE internship coordinator, including obtaining all required signatures and returning the form to the FCBE internship coordinator for final approval. Contact information for the FCBE internship coordinator and detailed instructions can be found at: <http://www.memphis.edu/fcbeinternships/index.php>

Course Description: This internship course is designed to provide students with work experience specifically related to Management Information Systems. The employer will provide a range of duties that will challenge, develop, and enable the student to acquire new practical knowledge to augment their studies in Management Information Systems. The project must be approved by the MIS Department Chair or MIS Internship Coordinator. The documentation about the desired internship must include clear evidence of new learning equivalent to a traditional upper-division 3-hour course in MIS. An MIS faculty member will be assigned as the supervisor of the internship project. The student and employer must agree that the student will work at least 150 hours, which is the minimum for receiving course credit.

Internship Objectives: (1) To integrate conceptual knowledge learned in the classroom with the application of that knowledge to actual work experiences. (2) To provide career relevant work experience that will enhance the placement of the student in the job market. (3) To introduce quality student to area employers. (4) To provide student with a greater understanding of a specific type of business and the role of information systems in that field.

Internship Grading: Course grading will be weighted as follows: 25% = employer's review of performance; 75% = faculty supervisor's review of materials received at end of project, which includes a PowerPoint file describing the internship and how the objectives were met. Specific requirements of the PowerPoint file are provided below.

A copy of the internship PowerPoint file and employer evaluation should be provided to the Departmental Chair or MIS Internship Coordinator before the grade is submitted and should be retained there for a minimum of one year.

Guidelines for MIS Internship Final Reports Required for Course Credit

Information to Include:

1. Description of overall industry related to the actual internship (e.g., manufacturing, transportation, retail sales, health care, etc.)
 - a. Include ways that information systems are needed for the industry's success
 - b. Identify specific issues for this industry, such as security/privacy of data, customer issues, employee use of IT, web presence, etc.
 - c. Use appropriate sources for the above information, such as recent articles in business publications, newspapers, etc. (not textbooks)
2. Description of the specific internship
 - a. Include their levels and types of use of information systems
 - b. Describe in detail your work performed during this internship
 - c. Indicate in depth the new concepts and capabilities you learned from this experience that will be relevant for your future success

Format of Final Deliverables to Provide to Faculty Supervisor:

1. Develop a set of PowerPoint slides as a means of providing the above information.
 - a. Use bullets on individual slides to provide highlights of the information, with detailed use of the Notes feature to indicate the information in much more detail.
 - b. Use appropriate referencing on the slide presentation to identify the sources used for the industry information.
2. Provide the job supervisor's evaluation.

Due Date for Deliverables:

1. Final products are due to the faculty supervisor at least three days prior to the last day of the term for which the internship credit is to be received. A faculty committee will be available to review the slide presentation prior to grade determination. If unusual circumstances occur in which a faculty committee is not available, the MIS Department Internship Coordinator should be contacted by the faculty supervisor to obtain approval for a waiver of that committee activity.
2. If for some reason the internship hours cannot be completed by the end of the term, the faculty supervisor will record an Incomplete for the course grade. That "I" will be converted automatically to an "F" if the final products are not received and accepted within five weeks after the end of the term.
3. The faculty supervisor is responsible for providing a copy of the presentation materials and the evaluation documents to the MIS Department Internship Coordinator by the end of the semester (or at a later time if the student received an Incomplete).

MIS Department Internship Coordinator:

Dr. Judith C. Simon, Professor of Management Information Systems
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