Application for Internship Course Credit - INFS 4420
to be completed prior to beginning an internship opportunity

Computer Information Systems

Process Summary: Students are eligible to apply for internship credit (INFS 4420) after the following steps have been completed. Please note that you cannot apply for internship course credit after an internship has completed. All applications must be received no later than one week prior to the start of the semester that most closely aligns with the dates of the internship. Not all internship applications are approved. The internship opportunity must provide an adequate experience in the field of information systems. Activities of a job already held by a student will not be approved or counted for internship credit. As with any degree requirement, students must register and pay for the 3-hour internship course, INFS 4420.

1. Obtain an internship in the field of information systems that provides an adequate and appropriate learning experience.
2. Complete the attached application form. Please note that employers are required to sign this document.
3. Submit the completed application form along with a detailed description of the internship opportunity to the internship coordinator. The description should include an outline of specific objectives and project information from the employer and a timeline for completion of internship duties.
4. Work with the internship coordinator to review course expectations and to determine a reporting schedule. Please note that INFS 4420 is a graded course, so you are expected to meet the requirements outlined by the coordinator.
5. Once the application has been received with all supporting information, the internship coordinator will determine if anything additional is required. The application and supporting documentation will then be submitted to the CIS department chair to be approved or denied. The internship coordinator does not approve or deny internships.
6. If you receive a decision to approve the internship for course credit by the department chair, a course will be created for which you must register.

Course ID#: <u>INFS 4420</u>   Call #: _____

Please print

I, _____, fully understand the terms and conditions under which I will register for this course and agree to abide by the guidelines set forth by the internship coordinator and the supervising employer in the completion of this internship.

I agree to complete this course during the _____semester, session_____ (summer only).
                                                                        semester/year

_____   _____
            Student Signature   Date

_____   _____
          Internship Coordinator   Date

To be completed by the student

Please return this form <u>with original signatures</u> to: Internship Coordinator, Department of Computer Information Systems, MTSU, Box 45, Business and Aerospace Building N333A.

Supervising Employee (Please Print)	Student Name (Please Print)
Company Name	Student M#
Supervising Employee Signature	Local Address
Address	City, State, Zip Code
City, State, Zip Code	MTSU Box No.
Telephone No. (include area code)	Telephone No. (include area code)

Do not write below this line

OFFICIAL USE ONLY

Date submitted: _____

POD issued by: _____   Copy: Student
                                                                      Supervising Employee/Employer
                                                                      Student File
                                                                      Internship Coordinator