Internship Handbook

Students majoring in Computer Information Systems are required to complete an exam course prior to graduating. Students have the option to choose between the internship field study course (CIS 4970) or the capstone systems development project course (CIS 4980). The internship course is available for both undergraduate and graduate students.

The internship process and all forms are available at [http://cis.robinson.gsu.edu/students/internship/students-steps-to-take/](http://cis.robinson.gsu.edu/students/internship/students-steps-to-take/)

### CIS 4970 - Field Study in Computer Information Systems (undergraduate)

**Prerequisite:** Senior class standing. CIS 3001 and CIS 3300 and CIS 3730 and CIS 3260 (at B- or better), GPA 2.5, and 15 semester hours of CIS 3000/4000-level courses. **Requirements:** Must meet RCB upper division course requirements and 45 semester hours, CSP 1, 2, 3, 4, 5, 6, 7.

This course is designed to provide the senior level student an opportunity to assist with the planning and implementation of computing technologies in an approved on campus site. Students may perform information systems trainer/consultant and/or end user support duties. Students will meet periodically with a mentoring instructor to discuss problems and issues relevant to the area of implementing computer information systems. Compensation may or may not be granted for the internship/practicum. This course may include a Signature Experience component. 3.000 Credit hours

### CIS 8391 - Field Study in Computer Information Systems (graduate)

Prerequisite: Department Approval and a GPA 3.3 or greater. **Requirements:** CSP: As req. by company. This course is designed to provide the senior level undergraduate student or Master’s student with an opportunity to apply the business skills learned at the Robinson College of Business (RCB) in an approved site off or on campus. The course immerses students in the planning and execution of complex activities involved in both large and small businesses. 1.000 TO 6.000 Credit hours

**Prerequisites:**
Starting from the 2014-2015 academic year and forward:
- **CIS 3260** is a required core course for all CIS major students.
• **CIS 3265** exam may be taken with a 90% or better grade to fulfill the CIS 3260 prerequisite requirement

• **CIS 3260** is a co-prerequisite for CIS 3001 and may be taken together in the same semester

• Both **CIS 3300** and **CIS 3730** require **CIS 3260** with a B- or better grade

• To take either CIS 4970 or CIS 4980, the student must complete all CIS 3000 level core courses including CIS 3260, CIS 3001, CIS 3300, and CIS 3730.

CIS 3260 is not a required core course for students who are under previous catalogs before the 2014-2015 year. Those students may take CIS 3260 with other CIS 3000 and 4000 level courses concurrently and must request a prerequisite override permission from either the instructor or the CIS department.

### Steps to Receiving Credit for Your Internship

#### 1. Find a Position

Find an IT-related position that is a candidate for an internship. It can be part-time or full-time. You may find the position either through your own search efforts, which is what many do, the Robinson Career Management Center, GSU Career Services, or from the sources listed below.

• **Undergraduates** can contact the Robinson Career Management Center for job search assistance. You can connect with Robinson’s Career Connection ([http://cmc.robinson.gsu.edu/](http://cmc.robinson.gsu.edu/)) for information on available jobs, internships, and interview opportunities with employers who want to hire Robinson students. The Career Management Center is located at 35 Broad Street, 6th Floor.

• **Graduate students** can contact Kenneth Lee in the Robinson Career Management Center for job search assistance. Kenneth is located at the GSU Buckhead Executive Education Center.

  Note: One-year MSIS graduate students are eligible for field study internships during their 2nd or 3rd semester, not the 1st semester.

• **GSU Career Services** at [http://career.gsu.edu/](http://career.gsu.edu/) for job posting by companies looking for interns.


• Internet search of **IT Recruitment Firms** in Bing.com

• **Computer Software/Systems jobs** - [http://www.nationjob.com/computers](http://www.nationjob.com/computers)
2. Find a Professor to supervise the internship

A professor is assigned to oversee the field study: The instructor on record for the field study (internship) course is by default your academic supervisor. However, you may also ask a professor you know to be your academic supervisor for the semester. Weekly journals, and some papers will be due throughout the internship work semester.

Note: Adjunct professors and part-time instructors cannot be your academic supervisor. A directory of CIS faculty is available at http://cis.robinson.gsu.edu/profile/.

3. Write a Two-Page Proposal

A clear understanding of the internship needs to be documented in a proposal. This includes international students doing curricular practical training (CPT). Also, one-year master’s students must be in their second semester to register for a field study [internship]. On the header of your proposal you should indicate which course you will be taking: CIS 4970 for undergraduate students or CIS 8391 for graduate students.
Write a proposal describing your internship for the CIS professor. A sample proposal is included at the end of this packet.

Your proposal is where you describe:

- **Semester, year** of internship work (e.g. spring semester, 2013 internship)
- **Company and division** you would be working for
- **Objectives:** What will you learn? Example: I will learn about SQL
- **Tasks:** What will you be doing to learn? Example: I will be creating SQL queries using the Oracle database. Do not just cut and paste a job description, use the formatting examples.
- **Self-directed dates** when you will learn/accomplish them over the course of the semester (You must identify dates.)

If the internship requires you to work more than 20 hours per week, it is regarded as a full-time internship. In this case, you are required to provide academic justifications in your proposal on why full-time is required based on the nature of the internship.

4. Submit Supervisor Contact Form & Employment Letter

The work supervisor must complete the **Supervisor Contact Form** (which is included in this packet). You must also submit an employment letter or other proof you currently work or will work there. Please ask your employer to confirm that you are working for them with a letter or email during your semester. A job offer letter on company letterhead, or an email offer, is common. [You can send other proof, such as a scan of your company badge or paycheck. Please mark out, cover, or hide any confidential information.]

The complete internship packet should include:
- Two-page proposal
- Supervisor contact form
- Employment letter from your employer.

All documentations must be submitted to:  
CIS Internship Coordinator  
via email at cisinternships@gsu.edu  
or fax to (404) 413-7394

The internship coordinator will contact you within seven business days.
5. Departmental Approval

After department approval is given, you will be cleared to register for the field study class, either CIS 4970 or CIS 8391.

Registration for the field study class is during normal registration periods – so you must prepare (get a job and CIS faculty approval) before registration ends if you will be working at your internship during that semester. A staff member will enter permission for you to register after the department is satisfied with your proposal, you identify your supervisor, and provide proof of employment (job offer).

Note: You will get an “error” if you try to register for CIS 4970 or CIS 8391 without getting approval! Send the proposal, supervisor contact, and employment letter to Shuguang Hong (shong@gsu.edu) via email to get approval. His contact info is on this page. Feel free to call or email him with questions.

The field study classes have task/deliverables that must be performed during the internship. You will work with your supervising professor on these deliverables.

If the curricular practical training (CPT) is required for international students, please initiate a CPT form from iStart in the ISSS web site http://isss.gsu.edu/istart-for-scholars/ and send the following information to cisinternships@gsu.edu:

1. Number of credit hours requested. (The first internship course requires three credit hours. The subsequent internship course may be one to three credit hours.)

2. Number of hours per week

3. The starting date and ending date of the internship

4. The company name and address

Note that it may take 2 to 3 business days for processing the CPT form.

Frequently Asked Questions & Answers

Internship FAQs for International Students in our one-year, master’s programs:

1. International students in the one-year MSIS and MSISAC programs can start their [CPT] internships in the last two semesters of their study (in most cases it is the second and third terms of their study) because of the requirements of these degrees. As long as it’s in the course catalog as being required, ISSS will approve them to start their second term of study. [For most other international students, not in these one-year programs, they usually wait two academic terms before they can work].
2. International students can do either full-time or part-time [CPT] internships during their last two terms. ISSS will approve them, based on the fact that part-time or full-time work might be required by various jobs.

3. International students can have a GRA position while they are doing internships. HOWEVER, they can only have a GRA (20 hours or less per week) if they have a part-time CPT (20 hours or less per week). Full-time CPT (more than 20 hours per week) and a GRA and full-time enrollment is simply too much and will not be approved by ISSS.

4. The earliest start date for any employment for a term is the day AFTER the previous term has ended (i.e. the final day of exams found on the GSU academic calendar is counted as the final day of the term for international students). The latest date for the approval of an internship is the second week of the semester in which the internship course is registered.
Sample Internship Proposal

CIS4970 or CIS8391 Field Study/Internship – [insert internship semester, year]

Student Name:  
Panther ID:  
Major:  
Class (junior or senior):

GSU Student Email:

Internship Outline and Objectives

Company and Internship Information
A Large Corporation (ALC) is one of the largest manufacturers of paper based consumer products. Its supply chain network consists of fifteen (15) mills and about twenty (20) warehouses. The customers are located all over the country. The demand distribution follows very closely to the population profile of the regions. ALC produces over fifteen hundred (1500) different items to meet the demands of its customers.

The demand profile varies within a region over different items and so does the cost to serve these items and their associated revenues. Hence the profits for ALC in any given region could be considered to depend upon the items being sold there, their associated cost to serve and revenues derived. It has been noticed that for a particular item, the cost to serve increases and the associated revenue decreases with quantity being sold. This creates a point beyond which selling more quantities does not yield any further profit. This point is usually termed as Sweet Spot. The Sweet Spots differs significantly from item to item for a given region.

The Business Improvement Process (BIP) department at ALC is currently putting together a Decision Support Model (DSM) to determine Sweet Spots for the items that it produces. The intent is to use this model to determine how much of which item in what quantities should be sold and where.

The DSM will consist of a database in ACCESS, GUI and middleware in VB.NET, and an optimization model. The intern is required to help build the database, GUI and middleware to enable smooth use of the optimization model.

Objectives: (educational component--what you will learn at the company in this section)

1. Understand the IT enabled manufacture industry of paper based consumer products and how a large manufacturer company operates to serve its customers
2. Gain field experience on how IT can impact the supply chain network in a national manufacturer company
3. Understand how the supply chain network operates for a large multi-product organization
4. Learn how cost, quantity of goods sold and regions can affect the profit and how IT can help optimize it

5. Understand how the business improvement process and decision support model works in a large organization

6. Practice the knowledge of system analysis and architecture design of the prototype

7. Gain hands on experience with database, GUI design and VB.Net skills

8. Have opportunities to integrate optimization business model within the prototype and present the model to corporate executives

A list of specific tasks to achieve the objectives: (tasks that will help you learn in this section)

1. Understand ALC as a company and its business
2. Understand the role BIP department plays in ALC
3. Understand the business problem being addressed in this project
4. Understand the Decision Model being put together
5. Provide suggestions to improve the design and architecture of the prototype
6. Design data models for the prototype
7. Build required queries
8. Participate in design of GUI
9. Build GUI
10. Integrate optimization model within the prototype
11. Build reports
12. Present the prototype to ALC management as needed

Milestones: (when you’ll perform/complete the tasks that will help you learn in this section)

1. August 30, 2014 (put in your date)
   a. Finish organization and industry orientation
   b. Analyze the current supply chain system and associated problems

2. October 30, 2014 (put in your date)
   a. Design the decision support model
   b. Evaluate the tools for building the DSM

3. December 16, 2014 (put in the last day of class for the semester or earlier)
   a. Deliver prototype
# Supervisor Contact
## UNDERGRADUATE FIELD STUDY CLASS CIS 4970

### Student Information

<table>
<thead>
<tr>
<th>Student Name: _______________________________</th>
<th>Internship Semester/Year: __________________________</th>
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<tbody>
<tr>
<td>Panther ID #: ______________________________</td>
<td>Student Tel. #: ____________________________</td>
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<tr>
<td>Credit Hours for Semester: _______</td>
<td>Student Email: _________________________________</td>
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<tr>
<td>(Typically 3 hours; 1 or 2 hrs if second internship)</td>
<td>(To give student notification to register for course once approval has been granted.)</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Address of location you are working at:</th>
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**Brief outline of the internship:**

(For your outline, just attach/submit your internship description and proposal to your faculty supervisor and the internship office. You do not have to write anything in this section if you attach your proposal)

_______ (print initials) I have attached/sent my internship proposal.

### Signatures

*It is helpful to the student if the internship manager identifies learning objectives related to the student's field of study and assigns meaningful work related to these objectives. As the internship manager, I will be evaluating the students work upon completion of the internship. (By signing this request I agree to fulfill all requirements stated in the course outline for authorization for CIS 4970.)

<table>
<thead>
<tr>
<th>Internship Manager Name (Printed/Typed)</th>
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<tr>
<th>Internship Manager Signature</th>
<th>Student Signature</th>
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<tr>
<th>Internship Manager Phone</th>
<th>Internship Manager Email</th>
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**Please send form to CIS Internship Coordinator at**

via email at cisinternships@gsu.edu

or fax at (404) 413-7394
Supervisor Contact
GRADUATE FIELD STUDY CLASS CIS 8391

Student Information

Student Name: ________________________________  Internship Semester/Year: ____________________

Panther ID #: ________________________________  Student Tel. #: ______________________________

Credit Hours for Semester: ________  Student Email: _________________________________
(Typically 3 hours; 1 or 2 hrs if second internship) (To give student notification to register for course once approval has been granted.)

Company Name: __________________________________________________________

Address of location you are working at:

Brief outline of the internship:
(For your outline, just attach/submit your internship description and proposal to your faculty supervisor and the internship office. You do not have to write anything in this section if you attach your proposal)

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____________________________________  __________________________________
Internship Manager Name (Printed/Typed)  Date

(By signing this request I agree to fulfill all requirements stated in the course outline for authorization for CIS 8391.)

____________________________________  __________________________________
Internship Manager Signature  Student Signature  Date

____________________________________
Internship Manager Phone

____________________________________
Internship Manager Email

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