CIS 8391 Internship Handbook

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 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 under graduate 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. 1.0 TO 6.0 Credit hours

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**Steps to Receiving Credit for Your Internship**

I. **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 strongly encouraged, the Robinson Career Management Center, GSU Career Services, or from the sources listed below.

**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 MS graduate students are eligible for field study internships during their 2nd or 3rd semester, not the 1st semester.

- **GSU Career Services** - [http://career.gsu.edu/](http://career.gsu.edu/) For job postings 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)
- **Inroads, Inc.** - [http://inroads.org/students](http://inroads.org/students)
- **Internship Programs** - [http://www.internshipprograms.com/](http://www.internshipprograms.com/)
- **Wet Feet** - [https://www.wetfeet.com/](https://www.wetfeet.com/)
- **Georgia Governors Intern Program** - [http://www.ganet.org/governor/intern](http://www.ganet.org/governor/intern)
- **Intern Abroad** - [http://www.goabroad.com/intern-abroad](http://www.goabroad.com/intern-abroad)
- **Idealist** - [http://www.idealista.org/](http://www.idealista.org/)
- **Georgia Dept. of Labor** – [www.dol.state.ga.us](http://www.dol.state.ga.us)
2. **Find a Professor to supervise the internship:** 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/](http://cis.robinson.gsu.edu/profile/).

3. **Write a Two-Page Proposal:** A clear understanding of the internship needs to be documented in a two-page proposal. The proposal should be detail oriented, describing the responsibilities and duties of the internship position. This includes international students doing curricular practical training (CPT). A sample proposal is included at the end of this packet. Your proposal is where you describe:

- **Semester, year** of internship work (e.g. Fall Semester, 2016 internship)
- **Company and division** you will 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 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. **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 (Supervisor signature may be submitted later if your supervisor is not known or unavailable to sign it until you start the internship.)
- Employment letter from your employer.

**All documentations must be submitted to:**
CIS Internship Coordinator  
via email at [cis8391@gsu.edu](mailto:cis8391@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, 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 8391 without getting approval! Send the proposal, supervisor contact, and employment letter to cis8391@gsu.edu via email to get approval.

**Note:** Department will request CIS 8391 registration for one-year MS graduate students and the rest of the registration process will be handled by the program office.

**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/](http://isss.gsu.edu/istart-for-scholars/) and send the following information to cis8391@gsu.edu for the CPT approval:

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. (If the number of hours per week is more than 20 hours, it is regarded as a full-time internship and you must provide academic justifications in your internship proposal. Examples of academic justifications may be that a full-time internship is required

   (1) for thorough understanding of the degree body of knowledge, i.e., the knowledge you learned in specific CIS courses,

   (2) to apply a specific skill to the creation or development of IT systems (e.g., predicative sales models, cybersecurity monitoring, ERP, etc.), or

   (3) to gain thorough understanding of a full cycle of system development which spans over 9 months in a same company.

   Career development, job prospective, working experience, etc. are non-academic justifications and cannot be used for the approval of full-time internships.

3. The starting date and ending date of the internship (Check ISSS CPT web site for the permitted starting and ending dates and application deadline in each semester.)

4. The company name and detailed address

**Note:** It may take 3 to 4 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 part-time or full-time internships during their last two terms. ISSS will approve them, based on the academic justifications that part-time or full-time work might be required by various jobs. Thus, the internship proposal must provide academic justifications such as thorough understanding of the knowledge you learned in specific CIS courses, apply specific skills to the creation or the development of IT systems (e.g., predicative sales models, cybersecurity monitoring, ERP or CRM), and so on. Career development, job prospective, working experience, etc. are non-academic justifications.

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). Being a full-time CPT (more than 20 hours per week), GRA, along with full-time enrollment is simply too much. It 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 end date for all CPT authorizations is the last day of finals in a semester. The latest date for the approval of an internship is the second week of the semester in which the internship course is registered. You should allow at least four working days for the CPT approval process.

5. If the start and end dates of the internship are not specified in your offer letter, you must request the company to provide the dates via an official letter or an official email. The ISSS office requires those dates on file.

6. You cannot change the internship company once the CPT has been approved and the internship started. The change of the internship company can cause the termination of the CPT. Please consult the ISSS staff before making any changes to your internship.

7. CIS 8391 is a full semester course. A qualified internship must be 14 weeks or longer in a regular semester and 7 weeks or longer in a summer semester. An internship with less than the required length will not be approved. It is possible to combine two short-term internships for the field study course if the start date of the second internship is immediately after the end date of the first one and the total length of the combined internships satisfies the duration requirement. In this case, you need to submit one CPT for each internship.

8. The extension of an internship into the following semester follows the same process as outlined in this handbook. It requires the same set of application documents and repeats the same approval process. Providing complete documents and information can greatly speedup the approval process.

9. If your current employment is related to the field of your study, you may use it to meet the CIS 8391 field study requirement. The approval process follows the same process as outlined in this handbook. You should submit the proof of employment instead of internship offer letter in your application package.
Sample Internship Proposal

CIS 8391 Field Study/Internship – [insert internship semester, year]

Student Name:  
Panther ID:  
Major:  
Class:  
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, 2016 (put in your date)
   a. Finish organization and industry orientation
   b. Analyze the current supply chain system and associated problems

2. October 30, 2016 (put in your date)
   a. Design the decision support model
   b. Evaluate the tools for building the DSM

3. December 16, 2016 (put in the last day of class for the semester or earlier)
   a. Deliver prototype
Supervisor Contact Form
CIS 8391 GRADUATE FIELD STUDY CLASS

Student Information

Student Name: __________________________

Internship Semester/Year: _______________

Panther ID #: __________________________

Student Telephone #: ______________________

Credit Hours for Semester: _______________

(Typically 3 hours; 1 or 2 hrs if second internship)

Student Email: ____________________________

(To give student notification to register for course once approval has been granted.)

Company Name: _________________________

Address of location you are working at:

Internship 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.

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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