

Internship Policies and Procedures

Internship approval

Please note that internship approval takes anywhere between 1-2 weeks (MSIT Office) and sometimes longer depending on each employer and if they are new to CLU. Also note that your internship must not only be approved by the MSIT office but also by the International Student Services (if you are an F1 international student). *Please be sure to factor in the approval time on all ends when you plan your internship dates. Also see the note below about the term a student can be enrolled for an internship.*

Term of study for the internship and class enrollment

We realize that a student can obtain an internship at any point in time during the year. Thus, a student can begin working at any time once the necessary approvals have been obtained. Regarding class registration, please note the following:

- x If an internship is approved within the add/drop date for a specific term, a student will be enrolled in IT590 internship class in *that particular term*.
- x If the internship is approved outside the add/drop dates for a term, a student will be enrolled in IT590 internship class in *the subsequent term*.

BEFORE THE INTERNSHIP

To secure and complete an internship, here are the steps students should follow:

1. Determine if you are qualified for an internship. In order to qualify, a student must have completed a minimum of 3 core courses in the MSIT program (9 credits) and a minimum GPA of 3.2 in the program. Conditionally admitted students are ineligible for CPT before successfully completing their pre-requisite courses and also meeting the requirement above.
2. Find a potential internship sponsor. To do that, you can use your own professional network, consult with Cal Lutheran's Career Services, or employ various Internet sources.
3. Complete the following: Internet sou2(a)4(ppro1 0.024 18.3o[)]TIn01C /P.02a14()0(c)4(ou)e)4(o21hgo)]T

C) EMPLOYER: Offer letter with a very detailed job description and responsibilities.
Employer will email his information directly to the MSIT program director.

D) STUDENT & EMPLOYER: Complete CPT form (if an international student). The student completes the top part and forwards it to the employer. Employer completes the second part and forwards CPT form to MSIT program director. ***Employer will email his information directly to the MSIT program director.***

4. IF your application is approved, the M

- e.g., working from the student's home or apartment, with off-site supervision, etc., will not be approved.
- e. Credit cannot be increased or decreased after the internship begins.
 - f. No credit will be awarded for work a student completes prior to approval of the internship.
 - g. No more than 3 credit hours of internship may be used to fulfill the requirements for graduation with an MSIT degree.

DURING THE INTERNSHIP

1. Please note that neither the MSIT Program nor the School of Management nor California Lutheran University can be held responsible for any personal injury, loss, or death while you are engaged in the internship, nor while traveling to or from the internship.
2. Note that clerical duties, e.g., filing, phone duty, copy, making bank deposits, serving as a receptionist, etc., on a continual basis, are inappropriate and not acceptable for internship credit. While an internship may include such duties, they are not acceptable if assigned on a continual basis and/or account for the majority of intern's time. Please assure that the duties and responsibilities reported on your internship supervisor's Letter of Acceptance reflect, accurately and specifically, your actual duties, and that those duties are appropriate for a graduate-level internship.
3. During your internship, you must keep weekly logs of all your activities. You must track a description of what you did and learned on a weekly basis. Such logs will become Appendices to your main internship report.
4. Toward the end of the term, your internship sponsor is asked to evaluate your performance. This evaluation is only one part of your course requirements. *The supervisor evaluation is due by 5:00 pm one week after the internship end date listed on the CPT form.* **STUDENTS** are responsible for assuring that the supervisor evaluation is delivered to the MSIT program

A. **INTERNSHIP REPORT** (a 7-10 page summary, between 3,000 and 6,000 words not including Appendices).

The report must include the following sections:

1. General information:

- a. **Student Information:** Please state your name in the format last name, first name along with your student ID
- b. **Company Information:** Please provide name and address of your company and list (all) your supervisor(s) by name and title. Please provide a description of your company's industry and business.
- c. **Position:** Please state your title / position.
- d. **Job Description:** Please provide a clear description of your responsibilities and the task environment of your internship.
- e. **Initial Skills Requirements:** Please describe which knowledge, skills and abilities were expected from you at the beginning of the internship.
- f. **Skills Acquisition:** Please describe which knowledge, skills and abilities you have acquired or enhanced through this internship.

2. Organizational background – the company overview, basic figures, facts, mission, lines of business, industry etc.

3. Clear and detailed description of the main software applications the company has and technologies underlying each.

4. Clear and detailed description of the application(s) you worked on, and the work you performed along with specific technologies you used (and how you used them).

5. Lessons learned:

- a. What new technical knowledge did you gain?
- b. How does the new knowledge and experience you gained draw upon and augment the knowledge you gained thus far in specific classes in your Master program?
- c. How was your experience at the company overall?
- d. How well did you function as part of a team? How was the team dynamic?
- e. What have you learned from a team member standpoint working in a US organization?

6. You must keep a **weekly log** of all your activities –

report. Please make sure weekly logs are detailed. Appendices must be referenced in the body of the paper.

7. Sample work is necessary for any type work that you completed. It is your responsibility to document such sample work. *By signing the employer form, employer has agreed to you collecting sample work and using it for your internship report. It is your responsibility to collect and use such work in your report.*

Notes:

- x The report must be organized in sections (with proper numbering), it should be detailed and be grammatically correct. Illustrations are required whenever appropriate (e.g. figures).
 - x You need to do sufficient research and ask relevant questions while at the respective organization in order to be able to have as much information as possible for your report. This includes understanding the overall organizational context, various applications and systems.
 - x Reports will receive a low or failing grade if they are:
 - a. Not professional, e.g., written with poor or incorrect grammar, contains misspelled words, etc.; and
 - b. Incomplete, e.g., descriptions of activities/technologies are vague, not specific, or too brief.
 - c. Missing sections and deadlines.
 - d. Not following all requirements listed above.
- B. **MANAGER EVALUATION:** your direct supervisor's evaluation of your performance (using the standard form MSIT Intern Evaluation Form).

DUE DATES:

Internship syllabus will have specific due dates for the following documents:

- x Internship report
- x Manager's evaluation