

# MANAGEMENT INFORMATION SYSTEMS INTERNSHIP

*Generally, an internship consists of an exchange of services for experience between the student and an organization. Students can also use an internship to determine if they have an interest in a particular career, to create a network of contacts, or to gain school credit. Some interns find permanent, paid employment with the organizations for which they worked upon completion of the internship. This can be a significant benefit to the employer as experienced interns often need little or no training when they begin regular employment. Unlike a [trainee](#) program, employment at the completion of an internship is not guaranteed.* [Source: <https://en.wikipedia.org/wiki/Internship>]

This document provides information along with the source regarding eligibility, requirements and process for an MIS undergraduate or graduate internship for domestic and international students. Instructions along with links are provided.

An MIS internship application packet includes the items listed below. These items have more information provided below in this document.

- Candidate Plan of Study (CPS)
- Unofficial Transcript
- Resume
- Evaluation of Company Report
- Offer Letter
- Affiliation Agreement
- Description of Internship Form

Submit your MIS internship application packet when all documentation is complete and signed. This application packet will be reviewed and a formal decision made. If approved, a course enrollment form will be prepared for your signature.

Further processing instructions of your MIS approved internship packet will be provided to you at this time. This process takes time and you must be available in person to shepherd your internship paperwork as necessary. The International Office recommends starting at least two months prior to your first day of anticipated employment.

## 1. Undergraduate and Graduate Internship Course Descriptions:

### **ISAM 4379 – Internship in Management Information Systems**

Supervised work experience related to management Information systems with an approved business, industrial firm, or governmental agency; written and oral reports are required.

Prerequisite: Bachelor's degree candidacy, completion of at least 18 hours of BS in MIS required computing courses, and approval of academic adviser, faculty chair and associate dean.

### **ISAM 6739 – Internship in Management Information Systems**

Supervised work experience related to management information systems with an approved business, industrial firm, or governmental agency. Written and oral reports as required.

Prerequisite: Master's degree candidacy, completion of foundation courses and at least 18 hours of MS in MIS required courses, and approval of academic adviser, faculty chair and associate dean.

## 2. Candidate Plan of Study (CPS) – Evaluation Approval of Academic Advisor:

Ms. Toni Rico is the Senior Academic Advisor for the BS and MS in MIS. Make an appointment with her for an evaluation of your academic coursework to verify you are eligible for an internship. (Ms. Toni Rico, [ricotoni@uhcl.edu](mailto:ricotoni@uhcl.edu), 281.283.3112, Bayou Building Suite 2111)

Your CPS has an important statement at the bottom of the form regarding your internship eligibility:

**Undergraduate GPA Requirement:** Graduation requires cumulative GPA of at least 2.0 PLUS grades of C or better on at least 30 hours completed at UHCL. Grades of C- do not count toward this 30 hours.

**Graduate GPA Requirement:** You must maintain a cumulative GPA of at least 3.0. Although there is no limit to the number of "C" and "C+" grades, "C-" and below are not acceptable.

Audited CPS and your unofficial transcript must be submitted.

## 3. Resume

As in any internship search, your resume is required. An excellent resource is Career Services: <http://prtl.uhcl.edu/career-services>

Provide your internship resume.

## 4. Evaluating if the Company is Legitimate:

It is your responsibility to evaluate if the company you are considering for an internship is legitimate. A reputable company will not require you to pay them for an internship nor expect you to jeopardize your ethics. This is a website – there are many – which you should use to provide a written report of your evaluation of the company.

<http://www.wikihow.com/Check-if-a-Company-Is-Genuine>

### FORMAT for Evaluation of Company Report and Essay of Professional Goals

The essay should be typewritten, double-spaced on one side of the page using standard 8 ½ by 11 inch paper. Pages should be consecutively numbered beginning with the first page of the report proper and the paper should be approximately 2 pages in length using a font no smaller than 10 or larger than 12. Your name should be included with the page numbering, i.e., Page 1 of 2 (First Last Name)

Your paper should be prepared in accordance with the Publication Manual of the American Psychological Association, current edition.

Remember physical presentation is important. Your work should be proofed and corrected before submission.

If you are unsure about your writing skills, you are strongly urged to take advantage of the writing lab located in the Student Services Building. The lab tutors provide excellent service and will be happy to assist you with grammar, punctuation, etc.

## 5. Offer Letter

The job offer letter should indicate:

1. Job title
2. Job description
3. Dates of employment (employment should not start before the semester or end after the semester).
4. Average number of work hours per week. MIS has a minimum requirement of 20 hours per week for an undergraduate or graduate internship.
5. Location of employment if different from letterhead. This should be a complete physical address.
6. Salary (if any)
7. Signed and dated by hiring manager. Two business cards required. If the same company officer signs the affiliation agreement, only two business cards are necessary.
- 8. Original signed offer letter must be submitted.**

## 6. UHCL Required Legal Documents for Internship:

UHCL INTERNSHIP AFFILIATION AGREEMENT: [HTTPS://WWW.UHCL.EDU/ABOUT/ADMINISTRATIVE-OFFICES/PROCUREMENT-PAYABLES/DOCUMENTS/CONTRACTS-DOCUMENTS/27-AFFILIATION-AGREEMENT.PDF](https://www.uhcl.edu/about/administrative-offices/procurement-payables/documents/contracts-documents/27-affiliation-agreement.pdf)

This agreement document is void if there are any modification(s). As stated on the third page: **Modification of this form requires approval of OGC.** (Office of General Counsel of UH System)

- The student pursuing the internship completes the form for company signatures.
  - The form has areas for inputting information; but the font size is extremely small. Highlight the area and increase the font size.
  - The company's full name; no acronyms.
  - The company's physical address.
  - Item 4 requires the semester dates for the internship. This is the first day of the semester and the last day of the semester. This should be in the proper US format of (Month/Day/Year). For example the Spring 2019 semester dates are: January 22, 2019 to May 13, 2019.
  - Page 3 is the signature page. The left side is for the company. Provide two (2) business cards of anyone signing this agreement. And, under their signature, legibly print their name as their signature may not be readable.
- **Only an original signed agreement will be acceptable.**

UHCL AFFILIATION AGREEMENT ~ Description of Internship Form ~ Must be used WITH the Affiliation Agreement for Internships. <https://www.uhcl.edu/about/administrative-offices/procurement-payables/documents/contracts-documents/29-affiliation-agreement-desc-of-internship.pdf>

This document is similar to an executive summary of the internship. The information is from the affiliation agreement, offer letter and catalog. All information should be typed in the sections.

- **Only an original signed form will be acceptable.**

## 7. Curricular Practical Training CPT – International Student Requirement

<https://public.uhcl.edu/academics/advising/international/f-1-employment/>

**Curricular Practical Training (CPT):** CPT is authorized off-campus work for F-1 students, and is granted by the university for an internship, ~~co-operative education course, alternative work/study, or for practical experience in the student's field of study.~~ The training requested must be directly related to the student's degree program and "an integral part of an established curriculum" [8 C.F.R. § 214.2(f)(10)].

### Curricular Practical Training CPT:

<https://public.uhcl.edu/academics/advising/international/f-1-employment/curricular-practical-training.aspx>

**(Statements not relative to MIS internship have strike-through in the information below.)**

Curricular Practical Training (CPT) is available to F-1 students who are seeking authorized off-campus employment that is considered an "integral part of an established curriculum." More information about this process is reviewed during the CPT information sessions held throughout the year. To receive CPT authorization, you must do all of the following:

1. Meet the eligibility requirements (academic and immigration)
2. Receive approval from ~~Career Services (CS)~~ **OR** your academic department (*COB/MIS*)
3. Enroll in the required internship, ~~co-op, or practicum course~~
4. Submit the CPT Request Form and documents outlined on form through the ISD Portal. This includes a job offer letter. The job offer letter should indicate:
  - Job title
  - Dates of employment (employment should not start before the semester or end after the semester)
  - Average number of work hours per week
  - Location of employment if different from letterhead
  - Salary (if any)
  - Signed and dated by hiring manager

Once you submit your request, an International Student Advisor will review your documentation and make a formal decision. **Please note you cannot begin employment until you receive approval from International Advising and have an updated I-20 reflecting your approval. If you work before your CPT authorization begins on your I-20 you will have violated the terms of your immigration status.**

### Recommendations

We recommend that you:

- Start the process of gaining authorization at least two months prior to your first day of anticipated employment.
- ~~Check with Career Services about deadlines associated with Co-Op courses.~~ Check with your academic department (*COB/MIS*) about deadlines associated with internships and practicums
- Complete this process during open registration. **Please note that you cannot start your employment (even if approved by your department) until CPT is approved by your International Student Advisor in the SEVIS system.**
- Utilize your resources! Career Services offers assistance with resumes, interview techniques, job searching techniques, etc.

- The total hours per week for authorized employment (on and off-campus) cannot exceed the amount listed on your I-20. Therefore, students with jobs on-campus **and** CPT approval need to be aware of the **total** time they work during each week.
- Students who are granted full-time CPT are ineligible to work on campus.

### Regulatory Restriction

Please note that to work without approval (for another employer, above the authorized hours per week, before your CPT authorization begins, after it has ended, etc.) is a violation of your F-1 status.

## 8. FAQ – Answers to some FAQs

It is important to begin early if you are considering an internship. The International Office recommends starting at least two months prior to your first day of anticipated employment.

Not all students are suited for doing internships and MIS has the professional obligation to screen prospective interns.

MIS only allows internships, no co-ops.

MIS only allows one 3-hour internship course as an elective.

MIS will not approve an internship outside of the Houston area if the student is taking an additional course during the internship semester.

MIS has a minimum requirement of 20 hours per week for undergraduate or graduate internship.

If you are considering an internship and are intending to work at the UHCL campus during the same semester, you must make this known to Dr. Naveed Saleem.

MIS will not approve dates before or after the semester dates.

You cannot intern at a site where you are already employed.

You cannot intern at a site owned/operated by a family member.

You cannot intern at a site being operated out of a home.

It is your responsibility to find a legitimate internship site.

You must notify Dr. Naveed Saleem immediately if there are any problems or a change in your job description/assignment with your internship.

**Only the student applying for the internship is allowed to process their own documents.**

**Original documents are required for the internship application. If you are considering a company outside of Houston, have original documents and business cards mailed to you at your residence using your preferred resource – US Postal Service, UPS, FedEx, etc. You need to provide the company a considerable amount of time to mail to you. Some may be generous and overnight them to you; others may not want this expense.**