Internship in Management Information Systems

Internship for Management Information Systems students is a supervised, academic experience for qualified students that formally integrate academic study with paid or unpaid work experience applicable to one of the areas of study in information systems.

Students meeting required academic qualifications and following prescribed policies and procedures will be permitted to use 3 hours of MIS electives and will be registered for either ISAM 4739 or ISAM 6739, depending upon the student level.

Benefits of Internship

An internship will provide you an opportunity to:

- Gain professional work experience prior to graduation.
- Increase your understanding of classroom theory.
- Gain useful employment contacts.
- Develop confidence in your professional skills.

Requirements for Participation

To participate in an internship education you must:

- Meet the work-related requirements and procedures specified by the College of Business and the Management Information Systems Program.
- Meet the academic requirements as specified in the College of Business and the Management Information Systems Program.

Professional Development Links

As you begin to practice in your chosen profession, you will quickly come to realize that it is not sufficient to only possess the technical skills of your field and be able to apply them. You must know how to conduct yourself appropriately in all situations. Here are some useful links that will help you deal with issues you may not have previously confronted.

Business Ethics. Good ethics is good business. But what is ethical? Whose code of ethics apply? If you find yourself wondering what to do, perhaps you should google search for business ethics articles, case studies or magazines.

E-mail Etiquette. Is it appropriate to forward an e-mail from a colleague to another part? Can I use all capitals in typing my e-mail? Maybe you need a short and to the point listing of appropriate e-mail etiquette: **https://www.businessemailetiquette.com/business-e-mail-etiquette-basics/**.

If you have a question that can't be answered from the above site, try finding your problem or issues in an entire **book on e-mail etiquette** online.

Business Etiquette. Are you familiar with the nuances between social manners and business manners? Do you know what is and is not acceptable in the global business environment? If not, you may want to read some useful articles on **gracious behavior in a global environment**.

Technical Report Format

A technical report is required at the end of the internship work period in order to receive academic credit for the work experience. This technical report is to be a work experience related paper. The report preparation is intended to give you experience with independent work and with the organization and writing of technical reports. Your work experience supervisor must sign-off on your technical report prior to submitting your report to your internship academic instructor. See sample cover page at the end of this document.

Your report should also include a performance evaluation of your work as conducted by your work experience supervisor, using the company's own form or if your supervisor prefers, the MIS employer evaluation form provided.

The following guidelines apply to the technical report requirement for the Management Information Systems Internship.

1.0 GENERAL GUIDELINES

A technical report, an "Employer's Evaluation of Internship Student" and a "Student Evaluation of Internship Work Experience" are required in addition to the technical report.

2.0 WORK EXPERIENCE REPORT

The three objectives of the work experience report are:

- To document the nature and extent of knowledge derived by the internship student during the work period;
- To educate the reader concerning the type of work involvement and demonstrate that the student benefited from the experience; and
- To provide a mechanism for the writer to learn and improve upon his/her written communication skills.

The report should be prepared in accordance with the requirements presented below. Failure to follow these guidelines will result in a lowering of the report grade.

2.1 REPORT SUBMISSIONS

Your report must be submitted to your internship faculty, Dr. Naveed Saleem, both via e-mail attachment to Saleem@uhcl.edu with a cc to Judith Allen Allen@uhcl.edu and physically to his office, SSCB 3.202, by the following dates:

Spring Semester	May 1
Summer Term	July 25
Fall Term	December 1

Late submission could cause your grade to be lowered.

When you submit your report, your supervisor must e-mail your faculty advisor at saleem@uhcl.edu informing him that your report has had supervisor review.

Updated 04/26/2017

In case you need to mail documents to meet the deadline, use the mail service of your choice – US Postal, UPS, FedEx, etc. Below are the complete to abbreviated mailing address information. **It is your responsibility to assure that all mail is properly packaged and prepared to arrive before/on the deadline.**

Full Address: Dr. Naveed Saleem
                                         University of Houston – Clear Lake
                                         College of Business
                                         Management Information Systems, Suite SSB 3.202
                                         2700 Bay Area Boulevard
                                         Houston, TX 77058

4-Line Abbreviated Address: Dr. Naveed Saleem
                                         UHCL/COB/MIS Suite SSB 3.202
                                         2700 Bay Area Blvd
                                         Houston, TX 77058

3-Line Abbreviated Address: Dr. Naveed Saleem/SSB3.202
                                         2700 Bay Area Blvd
                                         Houston, TX 77058

If you need to provide a phone number, use 281.283.3186.

2.2 REPORT FORMAT

All papers 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 (excluding cover page) and the paper should be approximately 10 pages in length using a font no smaller than 10 or larger than 12.

Your paper should be prepared in accordance with the Publication Manual of the American Psychological Association, current edition, and it should contain footnotes or endnotes appropriately documented, and a bibliography.

Captions and sub-captions are required. This will help the organization of your paper and aid the reader in following the paper's organization.

Remember physical presentation is important. 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.

2.2 Report Content

 Your technical report should contain all the following components:

2.2.a COMPANY BACKGROUND

Write a background of the employing company to orient the reader. This section of the report should contain as many of the following elements as possible:

- What business is the company in?
- How does it distinguish itself from the competition?
- How has this industry been affected by recent socio-economic trends?
- What are the key success factors in the business?
- What are the key assets in this business?
- What has been the company's history of sales, earnings, and dividends for the past five years?
- How has the company's stock performed over the past five years?
- What are the biggest trouble spots facing the company now?

The answers to the above questions will require research and documentation. Excellent sources of information are company annual reports and web sites along with news articles in sources such as *The Wall Street Journal, Business Week, Forbes, Barrons,* etc. and interviews with company insiders (which should be documented in the references). Some sources will be more applicable than others, depending upon the size of your company.

2.2.b WORK TERM DESCRIPTION

Write a comprehensive narrative of your specific work experience. This should include the following (and this information is likely to require some type of documentation):

- Where the specific unit to which you were assigned fit into the company's organizational chart;
- Where you fit into your specific unit; and
- The specific functions you performed in sufficient detail to give a clear understanding of your involvement in each function, including Appendix documentation of examples of output (be sure that proprietary company information is not released. If you have doubts, check with your supervisor.)

2.2.c EVALUATION OF THE EXPERIENCE

In this section you should do the following:

- Evaluate the learning experience in relation to your academic discipline and career goals;
- Discuss what you learned about yourself that you didn't know before (for example: you discovered specific types of assignments you particularly liked or disliked; you discovered something about your working style, such as you would have liked more supervision and direction, or you prefer not to be supervised);
- Include any other information you deem pertinent

Sample Cover Page is shown on the following page.

Internship Work Experience at ABC Company

Technical Report

By

Ima Student
Management Information Systems

For Work Term at

Company Name
Semester, Year

Approved by:

_____
Supervisor Signature

Supervisor Name
Supervisor Title
Company Name
Supervisor's Phone Number

Presented to

Dr. Naveed Saleem
University of Houston-Clear Lake
Date

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