

CIS369

Business Informatics Internships

Information

Students who are management majors can participate in the CIS369 Cooperative Education in CIS internship program. The internship is a one-time opportunity to enhance your educational experience by allowing you to apply classroom knowledge in a professional environment. Internships offer numerous benefits. You will be able to explore specific careers while developing new skills and enhancing current strengths. Gaining this career related experience increases your marketability to potential employers.

Internships require a semester work of 10-20 hours per week of on-site experience to earn three credit hours toward graduation. Any information systems faculty can serve as an instructor.

Employer Benefits

Internships benefit the host company in many ways. Companies who utilize WKU Interns receive highly motivated and talented students who serve as assistants or junior staff members. These student interns are bright, responsible and eager to work. Student interns can bring enthusiasm and new ideas to the workplace. Their responsibilities differ from site to site depending on the company's needs. Student Interns can assist in daily operations of a company or in the implementation of a special program or project. Supervising an Intern also allows a company to observe a potential employee. The employer understands that WKU does not assume liability for any injury or damage sustained or caused by the student.

Opportunities

There are a wide variety of internship sites, ranging from social services to international trade experiences at major companies.

Requirements

1. Junior standing and completion of CIS243 and 6 additional hours of Business Informatics courses.
2. Cumulative of GPA of 2.5 or higher.
3. Academic load for the term of the internship must not exceed 15 hours including the 3-hour internship.

Application

To be fully considered for an internship, you must submit a proposal fully describing what you propose to do for your Internship that is deserving of college credit. The proposal must be approved before you can be enrolled in the CIS369 Internship class.

Grade

Your internship work is evaluated on a Pass/Fail basis. In order to receive a Pass grade, you must submit a detail report at the end of the semester along with Student Internship Site Evaluation form. Also, at the conclusion of the Internship, you should ask your supervisor to complete and mail Site Supervisor's Evaluation of Student Intern to the assigned faculty member. You will not receive a grade in the CIS369 class until all required forms are returned.

Disability

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Student Accessibility Resource Center, Room 1074, Downing Student Union. The SARC telephone number is (270) 745-5004. Per University policy, please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Student Accessibility Resource Center.

Gordon Ford College of Business – Internship Opportunity

Employer: [Click here to enter text.](#)

Employer Telephone: [Click here to enter text.](#)

Intern Name: [Click here to enter text.](#)

Intern Major: [Click here to enter text.](#)

Intern Supervisor: [Click here to enter text.](#) Supervisor Telephone: [Click here to enter text.](#)

Supervisor's Title and Department: [Click here to enter text.](#)

Company Full Address: [Click here to enter text.](#)

Fax: [Click here to enter text.](#)

Supervisor's Email: [Click here to enter text.](#)

Terms of Internship Agreement:

Internships are an educational opportunity. An internship consists of services for experience between a student and an employer. Internships help students to determine if they have an interest in a particular career, help them create a network of contacts and in some cases achieve course credit. Some interns find permanent, paid employment with the organizations for which they worked upon completion of the internship.

Interns may or may not be receiving hours of upper-level academic credit from the Gordon Ford College of Business for completing their internship with a participating business. No matter the circumstance, GFCB appreciates the opportunity for students to receive legitimate, real-world experience that is directly related to the student's major. Routine filing, copying and answering phones are important parts of jobs; however these duties and responsibilities should not represent more than approximately 25% of the interns' activities. If an intern is receiving course credit, please abide by the number of hours they must work in order to receive their credit. *Please list the main learning experiences and responsibilities on page 2 of this form.*

I hereby agree to abide by the Terms of Internship Agreement set out above:

Employer's signature

Date

Return completed form to:

Monica Duvall, Internship Coordinator Gordon Ford College of Business, Western Kentucky University

Internship Learning Experiences and Responsibilities

Please list the primary learning experiences, responsibilities and activities which the intern will experience during the internship.

Student to fill out this section if proposing Class Credit

Student ID: Click here to enter text.

Hours Completed: Click here to enter text. GPA: Click here to enter text.

Present Address: Click here to enter text.

City: Click here to enter text.

State/Zip: Click here to enter text.

Permanent Address: Click here to enter text.

City: Click here to enter text.

State/Zip: Click here to enter text.

Email: Click here to enter text.

Phone: Click here to enter text.

Major Courses completed/currently enrolled in: Click here to enter text.

Semester enrolled for Internship Credit: Click here to enter text.

Anticipated Graduation Date: Click here to enter text.

Faculty Approval: Click here to enter text.

Date: Click here to enter text.

Faculty Chair Approval: Click here to enter text.

Date: Click here to enter text.

Date Completed: Click here to enter text.

Grade: ☐ P ☐ F

Thank you for allowing a GFCB student this valuable experience!

We appreciate your participation in our Internship Program. If you have any additional questions, please don't hesitate to contact Monica Duvall, GFCB Internship Coordinator.

270-745-4136 or monica.duvall@wku.edu

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