

## Business Department Internship Program

BUS Majors – internship is **REQUIRED** for graduation

ACC & BIS Majors – Recommended Elective

Qualifications

- Senior (90 credits) upon registration
- Must hold a minimum cumulative GPA of 2.5 (starting Fall 2010 2.7 GPA for ACC & BUS Majors)

BIS Major

- Time Commitment – 112 hours Minimum
- Students receive 3 credits
- Paid or Non-Paid positions
- Required assignments, midway and final reports by organizational supervisor and final supervisor survey

Business & Accounting Majors

- Fall & Spring & Summer Semesters
- Approximate Length – 14weeks(Fall/Spring), 11 weeks (Summer)
- Approximate Hours – 16/week = 224hours
- Non-Paid Positions
- Students Receive 6 Academic Credits
- BUS 490 – required class for business students
- ACC 490 – required assignments administered by Prof. RuJoub

## **BIS 490 Internship in BIS**

**3 Credits**

Prerequisite: Open only to BIS seniors with GPA of 2.5 or better

Intensive field work experience in Management Information Systems. Assignments in private, nonprofit and public institutions, involving supporting activities specifically focused on MIS development, implementation and management. Student should schedule the equivalent of at least one full day per week.

Students shall do the following:

- Maintain a log of the weekly activities performed in the internship position. The log must document the BIS related tasks performed, new skills acquired, systems used, business analysis and problem-solving performed.
- Provide the BIS instructor with an executive summary of what he/she has learned and their job responsibilities halfway through the internship and their role and the role of business information systems and technology in their position and for their organizational unit.
- Obtain feedback from their supervisor on how they are performing and make sure the supervisor turns in a short “halfway progress report” to the instructor briefly summarizes the student’s job responsibilities and performance level. The student should also make sure that the supervisor turns in their final evaluation form and summary of the student to the instructor.
- Write a final report of what additional business and BIS knowledge and experiences they had while performing in their internship role. This report should also document any business and system analysis, design, testing, and implementations of information systems and technologies they took part in or accomplished while working in the internship position. The student should summarize the “takeaways” (learning experiences) that she/he feels has been valuable to them and will help them in future BIS related career positions.

# **BIS Internship Application Position Description Considerations**

Host organization:

Internship Supervisor:

Supervisor's contact information:

Position Title:

Intern's Duties:

May include one or more of the following:

- create an information system application
- provide technical support for an information system
- analyze information system needs of a user group in an organization
- evaluate information system alternatives for an organization
- determine users' needs for information, systems and technology
- test and install an information system
- provide network or infrastructural support
- customize an information system
- perform network or system security duties.

Provide a description of the intern's duties and how they relate to information systems design, development, support and/or use. List the responsibilities of the intern and indicate a projected range of the number of hours the intern will be working in that capacity.



**EASTERN CONNECTICUT STATE UNIVERSITY  
Department of Business Administration - BIS**

**BIS - INTERNSHIP Halfway Status Report**

STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

HOST  
ORGANIZATION: \_\_\_\_\_

INTERNSHIP  
SUPERVISOR: \_\_\_\_\_

SUPERVISOR Contact Phone and/or Email: \_\_\_\_\_

INTERNSHIP POSITION TITLE: \_\_\_\_\_

INTERN'S DUTIES:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROGRESS STATUS SUMMARY:**

Please write a brief summary of the intern's responsibilities and major information systems and technologies performed to date. Provide a brief summary statement as to their level of progress in performing and completing assigned tasks that they have been give so far during the internship. Indicate any areas where improvement may be needed or additional skills beneficial to the intern and in them helping your organization. Plus, also indicate what tasks they performed well.

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**EASTERN CONNECTICUT STATE UNIVERSITY  
Department of Business Administration - BIS**

**BIS INTERNSHIP EVALUATION**

STUDENT: \_\_\_\_\_

DATE: \_\_\_\_\_

HOST ORGANIZATION: \_\_\_\_\_

INTERNSHIP SUPERVISOR: \_\_\_\_\_

TITLE: \_\_\_\_\_

INTERN'S DUTIES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**BASIS:**

Evaluations are required at midterm and the end of the semester. The midterm evaluation is intended only to begin a dialogue, while the final evaluation will serve as one of the determinants of the student's semester grade assigned by the designated faculty member. Please include comments in the space below and fill out the reverse side of this form for each intern, at midterm and at the end of the semester. We ask that you discuss this evaluation with the student, who should then write in some comments and sign the form.

Please sign and mail the form directly to: Dr. Alex Citurs  
Business Administration Department  
Eastern Connecticut State University  
83 Windham Street  
Willimantic, CT 06226  
FAX (860)465-4469

**SUPERVISOR'S COMMENTS:** \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INTERNSHIP EVALUATION (CONT'D)**

Please circle the appropriate numbers on a five-point scale as follows:

1=Poor	2=Below Average	3=Average	4=Above Average	5=Exceptional
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Meets deadlines	1	2	3	4	5
Does quality work	1	2	3	4	5
Works efficiently	1	2	3	4	5
Shows initiative & creativity	1	2	3	4	5
Attendance	1	2	3	4	5
Cooperation	1	2	3	4	5
Dependability	1	2	3	4	5
Interest & attitude	1	2	3	4	5
Courtesy & tact	1	2	3	4	5
Self confidence	1	2	3	4	5
Enthusiasm	1	2	3	4	5
Follows directions	1	2	3	4	5
Works without supervision	1	2	3	4	5
Gets along with others	1	2	3	4	5
General knowledge of business	1	2	3	4	5

STUDENT'S COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature                      Date                      Student's Signature                      Date