

**ISMN 4920  
INFORMATION SYSTEMS INTERNSHIP  
SYLLABUS**

<b>Instructor:</b>	<b>Dr. Casey Cegielski, J.W. Woodruff Professor</b>
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<b>Office Hours:</b>	<b>Tuesday, 8:00-10:00 &amp; Thursday, 8:00-10:00 (and by appointment)</b>
<b>E-Mail Address:</b>	<b>cegieca@auburn.edu</b>
<b>GRA:</b>	<b>N/A</b>
<b>Credit Hours:</b>	<b>3 hours</b>
<b>Pre-Requisites:</b>	<b>Declared ISMN major or IA minor and Instructor approval.</b>

**COURSE DESCRIPTION**

The ISMN Internship course provides students the opportunity to gain variable academic credit for completing internships with consulting firms, corporations, or governmental entities. ISMN students experience many different types of internships. Some students complete two very different internships during their academic careers – one in consulting and one in industry.

Most internship opportunities are available with consulting firms in the summer semester however, students may also pursue spring and fall internships. All internships must be approved in advance; **no retroactive credit will be given for internships that are not approved in advance.**

**COURSE OBJECTIVES**

The internship program represents an opportunity for students to experience IS work environments first-hand and to integrate this experience with their formal education. The practical experience of the internship facilitates the education process by providing students with insights into the “ordinary course of business” and allowing students to gain a broader perspective of the profession, which can be used throughout the remainder of their formal education.

**COURSE REQUIREMENTS**

**1. Nature and Duration of Internship**

The nature and duration of the internship will vary depending upon the type of internship accepted by the student and approved by the instructor of record.

**2. Pre-Internship Approval Including the completion and return of employment forms**

**3. Employment Journal**

The intern will keep an employment journal of the internship, consisting of a chronological listing of work experiences, formal training, and a description of assignments and tasks performed.

**4. Writing Requirement/Research Paper**

The intern will write a professional research paper on an approved topic, demonstrating the ability to integrate that knowledge with the intern’s formal education to date. The paper should be approximately 6 to 7 pages in length and double-spaced.

**5. Nature of Academic Credit**

Internships are evaluated on a pass/fail basis. Students completing this course will receive up to three hours of ISMN elective credit. Students will receive either an “S” for satisfactory or a “U” for unsatisfactory.

**PRE-INTERNSHIP APPROVAL AND COMPLETION OF REQUIRED FORMS**

In preparing for your internship and the related academic requirements for the ISMN 4920 Internship course, please follow the instructions listed below.

1. Submit the *Employer Internship Information Form* to your employer as soon as possible. Please ask your employer to complete this form and return it to **you** so that you can upload it with your enrollment request for the internship course
2. Complete and submit the **Student Internship Information Form (online)** and Upload your Employer Form and Resume.
3. Email Dr. Casey G. Cegielski [cegieca@auburn.edu](mailto:cegieca@auburn.edu) to request review and approval of enrollment materials.

4. **Read the Syllabus for ISMN 4920 and become familiar with your responsibilities for this course.** Student commitments include attending completion of required forms, maintaining an employment journal, writing a professional research paper demonstrating the ability to integrate the knowledge gained with the intern's formal education to date, and completing an online exit survey.

### **EMPLOYMENT JOURNAL**

The employment journal should be a chronological listing of your internship work experience and formal training. This journal facilitates retention of specific events and provides a basis for retrospection. All interns should observe the following format (bullet or paragraph form as long as complete thoughts are presented).

- Begin with a description of your employment, including the employer, the dates, and the types of clients/projects to which you were assigned.
- Briefly describe the nature of your training, the hours, and the dates in a separate section.
- A journal of your work assignments (must contain weekly entries at a minimum) should follow the previous section and tasks performed giving brief descriptions of the nature of the work (for example, industry and size), dates, and approximate hours.

The employment journal is NOT a copy of your time report. The journal should be a minimum of 3-4 pages, be neatly prepared, professional, concise, and typed.

The journal should also contain the following information:

- (1) Indicate the number of projects or tasks and the industry for which the work was performed;
- (2) Describe any planning or research you performed in advance of starting the work;
- (3) Identify the type of work you performed (code review, network management, audited ID management systems, internal controls, etc.);
- (4) Identify the software you used to perform the jobs assigned (MS Office or any internally developed software);
- (5) Describe any special issues that arose during your internship (due diligence for an acquisition, inventory valuation problems, major contingencies, etc.);
- (6) With respect to your internship experience, describe the most helpful skills or areas of knowledge that you learned in your relevant courses;
- (7) **At the end of your journal**, list three areas where additional preparation could have helped you do a better job as an intern.

**IMPORTANT NOTE:** You should be careful in your preparation of both the journal and the paper **to not breach the confidentiality of any client**. Use **generic descriptions** such as "large manufacturer of electrical equipment" rather than more specific descriptions or actual client names.

### **RESEARCH PAPER**

The objective of the paper is to demonstrate the knowledge gained from researching a relevant topic and to integrate this knowledge with the formal education received at the University. The topic should be one of interest to you and may or may not relate to the practical experience gained during the internship. **PAPER TOPICS MUST BE APPROVED BY INSTRUCTOR OF RECORD IN ADVANCE.** For example, the internship experience may provide occasions to interact with clients and witness client development. This experience might spawn research that results in a paper written on how professionals manage their clientele and market their services. Alternatively, a paper could reference recent developments in market research and explore new ways of marketing services and developing clients. Approximate length of the research paper should be 6-7 pages.

The paper for this class is a professional research paper, meaning it should be written in third person (no references to "I" or "me"), and the major points should be substantiated by your research. You can assume that your audience has no working knowledge of your topic. Papers should be supported by a minimum of five **published** sources. Be wise in your choice of source to use, as some sources are deemed more credible than others. **Any internet sources must be approved in advance.** The paper should be typed and presented using the MLA referencing system and should be accompanied by an outline and bibliography or works cited page. Headings should be used throughout the paper and the pages should be numbered. The body of your paper, excluding the outline and bibliography pages, should be a minimum of 6 full pages, with a maximum of 7 pages. I am providing a copy of the grading rubric that will be used to grade

all of the papers. Please review it and make sure your paper complies with the requirements. **If your paper does not comply with the requirements, I will return it to you with a ZERO for the assignment.**

**DUE DATE FOR EMPLOYMENT JOURNALS, RESEARCH PAPERS**

Employment journals, research papers, and exit surveys are due through email submission to Dr. Cegielski @ [cegieca@auburn.edu](mailto:cegieca@auburn.edu) by 9:00 a.m. on the following days:

**ALL Research Papers, Employment Journals: LAST DAY OF CLASS FOR THE TERM IN WHICH YOU ARE COMPLETING YOUR INTERNSHIP**

**PENALTY FOR COMPLETING THE EMPLOYMENT JOURNAL, RESEARCH PAPER, AND EXIT SURVEY AFTER THE DEADLINE**

The ISMN programs considers the internship to be a professional activity and therefore requires the students to meet the reasonable deadlines for completion of the required journal, research paper and exit survey. If these deadlines are not met, students will be penalized. For example, students who fail to meet the assigned deadline may receive a “U” indicating unsatisfactory performance and therefore **receive no credit for the internship.**

**GRADING BASIS**

The grades are on a (S/U) satisfactory/unsatisfactory basis. However, the standards for satisfactory credit will be high. The internship is a professional experience and you will be held to a professional quality standard with respect to organization, content, and writing of the employment journal, research paper, and exit survey. S/U will be determined as follows:

<b>Items</b>	<b>Points</b>	<b>Grading Scale</b>	
Completion of Pre-Internship Student Forms	50 (10%)	S	375 - 500
Employer Form	50 (10%)		
Employment Journal	200 (40%)		
Research Paper	200 (40%)		
<b>Total Points</b>	<b>500 (100%)</b>	U	< 375

***\*Description of the input provided by the internship site supervisor:***

*The student’s site supervisor will complete an online “Employer Evaluation” form evaluating the student’s preparedness for the internship and the student’s areas of strengths and needs for development. The employer will submit the student’s evaluation form before the end of the semester. The employer’s evaluation will be used in determining the student’s grade as shown above. A copy of the “Employer Evaluation” is provided to you separately. To earn an “Above Average” Employer Evaluation, the student must receive an average of 4.0 or higher on a 5-point scale where 5 = excellent and 1 = poor on all eight criteria. For example, the score for each criterion will be summed and divided by the number of criteria being evaluated to determine the overall average rating of the student’s performance. As previously mentioned, the student will be held to a professional quality standard; therefore, you are expected to perform above average. Receiving an “average” performance is not considered acceptable.*