

**OKLAHOMA STATE UNIVERSITY  
INSTITUTE OF TECHNOLOGY**

***IT Internship  
Application  
Packet***

***(for ITD 4800 Internship  
and  
ITD 4906 Advanced Internship)***

Revised 2-25-2020

## **INDEX**

### **Internship Overview**

#### **IT Internship Coordinator:**

Role and Responsibilities

#### **Student Intern:**

Role and Responsibilities

Activity Timeline

#### **Internship Employer:**

Introduction

Role and Responsibilities

#### **Application Form:**

Internship Application Form

**OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY  
INFORMATION TECHNOLOGIES  
INTERNSHIP PROGRAM**

## **INTERNSHIP OVERVIEW**

The Information Technologies Internship Program is a special partnership between an employer and OSU Institute of Technology that allows a student to apply gained knowledge and fresh views in a real world setting, enriching both student intern and employer.

The IT Internship Program recognizes that the unique contribution an employer makes in the orientation and training of employees is seldom duplicated on a college campus. In an internship, students become employees in an approved business operation that relates to each student intern's area of specialization. This cooperative arrangement is mutually beneficial to employers and students. Student interns advance their education while under the supervision of skilled performers; and employers benefit from services and ideas rendered by the student.

OSUIT's customers are its students and their employers, and the internship program enhances the ability of OSUIT and Information Technologies to satisfy critical requirements for both customers. For example, employer feedback enables Information Technologies to determine further student education needs, and enriches the program of study by keeping curriculum and materials updated to employer standards.

Internship experiences also allow students to assess whether they would like a long-term relationship with the employer. At the same time, employers evaluate the student intern's skills and how the student fits into their company culture before making any employment offers. While interns are frequently offered employment with Internship Employers, students understand that there is no promise of a job after their internship.

### **Preparing for an Internship**

**Prior to going on an internship, students must have a GPA of 2.5 or higher and have completed ITD 3201 Employment Orientation.** The Internship is typically scheduled for the last semester of a student's Bachelor of Technology in Information Technologies.

While an internship is typically only one semester in length, students who are hired for a permanent IT position may use their position as an internship site.

Students who already have at least one year work experience in IT qualify to work for advanced standing credit for 6 credit hours of Internship credit.

The amount of credit hours a student enrolls in will determine the clock hours s/he will be required to work. Typically, **1 credit hour of internship is equal to 45 on-the-job clock hours.**

Examples:

- ITD 4806 6-credit hour Internship = 270 on-the-job clock hours
- ITD 4809 9-credit hour Internship = 405 on-the-job clock hours
- ITD 4812 12-credit hour Internship = 540 on-the-job clock hours
- ITD 4906 6-credit hour Advanced Internship = 270 on-the-job clock hours

See your IT Plan of Study to find out how many credit hours of Internship you are required to complete for graduation.

Once an internship is located, a student should verify with the Internship Coordinator it is a suitable site for an IT internship.

**A student must submit a completed IT Internship Application form and have it approved by the IT Internship Coordinator prior to beginning the internship.**

### **Communication between OSUIT and the Internship Employer**

Generally the IT Internship Coordinator will visit twice during the semester with the Internship Employer either by phone or in person to check on the status of the intern's progress. Either the Internship Coordinator or the Internship Employer may request additional visits as necessary.

Most internships work out very well for students, employers and the educational institution. However, everyone in the partnership understands that **the employer may terminate an internship agreement at any time.** If an employer dismisses an intern, Information Technologies requests that a brief, written explanation for the termination be submitted to the Internship Coordinator. In the event such a termination is due to a student's lack of fulfilling his or her responsibilities, the student will fail the course.

### **Information Technologies Contacts**

<u>Name</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
Mark L. Pranger IT Internship Coordinator	918.293.4740	918.293.5444	mark.pranger@okstate.edu
Christian Bradley Dean, School of Creative and Information Technologies	918.293.5305	918.293.5444	christian.bradley@okstate.edu
Kim Beattie Sr. Administrative Assistant	918.293.5440	918.293.5444	kim.beattie@okstate.edu

**OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY  
INFORMATION TECHNOLOGIES  
INTERNSHIP PROGRAM**

**IT INTERNSHIP COORDINATOR**

**ROLE AND RESPONSIBILITIES**

The IT Internship Coordinator is responsible for the development and implementation of the internship program for Information Technologies, including the following activities:

- Maintain the IT Internship Application Packet as well as the ITD 4800 Internship and ITD 4906 Advanced Internship course;
- Assure the development of internship sites;
- Establish a list of participating internship sites;
- Assure the maintenance of student interns' progress and reports;
- Maintain records of Student Intern/Internship Employer phone interviews and/or site visits;
- Appraise and record performance of student interns through the Internship Employer Mid-Term Evaluation and Employer Final Evaluation. (These forms will be available on Online Classroom.)
- Document any problems which arise during the student internship experience;
- Assign a final grade to the student for their Internship experience

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INFORMATION TECHNOLOGIES  
INTERNSHIP PROGRAM**

**STUDENT INTERN**

**ROLE AND RESPONSIBILITIES**

The Internship Coordinator will evaluate the student intern's progress throughout the internship experience. Written materials, work performance, eagerness to learn and cooperation during the internship will be considered in each intern's evaluation. Weekly assignments will be submitted in Online Classroom. Students whose internship ends before the end of the semester will continue to submit the weekly assignments until the semester ends. The Internship Coordinator—with input from the Internship Employment Supervisor—will determine final grades.

Interns are required to make up any missed time, except for time missed for school business. **If a student is terminated from an internship due to the student's lack of fulfilling his or her responsibilities before the end of the internship, this will constitute a failing grade for the entire internship.** If, however, an intern is unable to complete an internship because of justifiable circumstances, University rules concerning withdrawals will apply.

**Interns must notify the IT Internship Coordinator immediately of any status changes during the internship.**

**OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY  
INFORMATION TECHNOLOGIES  
INTERNSHIP PROGRAM**

**STUDENT INTERN**

**ACTIVITY TIMELINE**

**During ITD 3201 Employment Orientation (the prerequisite course for Internship):**

- ☐ 1. Satisfy the requirements for ITD 3201 Employment Orientation (including acquisition of an active email account)
- ☐ 2. **Have a work site selected and approved by the 13<sup>th</sup> week of the semester preceding the internship experience.**

**After selecting an internship:**

- ☐ 1. Verify your prospective internship site with the IT Internship Coordinator, ideally by email.
- ☐ 2. Learn the following information relating to the Internship Employer: dress code, common tools required, work hours, pay scale/schedule, and company culture.
- ☐ 3. Complete an Internship Application Form with details of your Internship site, including a section to be completed by your Employer. Submit the completed Internship Application Form to the IT Internship Coordinator for official approval **prior** to beginning your internship.
- ☐ 4. Enroll in and pay regular tuition for your internship course.

**During Internship, ITD 4800 or Advanced Internship, ITD 4906:**

- ☐ 1. Be responsible for all room, board and travel expenses incurred during the internship.
- ☐ 2. Provide the Internship Coordinator with a work schedule, and notify the Internship Coordinator immediately of any time, schedule or status changes during the internship.
- ☐ 3. Notify the Internship Employer Supervisor if it becomes necessary to be absent from the internship. If the intern will be absent for a period of **more than three days**, s/he must contact both the Internship Employer Supervisor and the Internship Coordinator to make arrangements for time lost during the absence.
- ☐ 4. Clarify confidentiality and intellectual property rights with the Employer Supervisor and the Internship Coordinator to ensure adherence to policies.
- ☐ 5. Meet or exceed all company rules and regulations while maintaining a good work ethic, cooperative attitude and an excellent work record.

- ☐ 6. Assure that Employer Mid-Term Evaluation and Employer Final Evaluation reports are sent to the Internship Coordinator. (These forms will be available on Online Classroom.)
- ☐ 7. Immediately notify the Internship Coordinator of any problems encountered during the internship experience
- ☐ 8. Submit weekly assignments in Online Classroom.

**Upon completion of internship:**

- ☐ 1. Write a letter of appreciation to the Internship Employer. Use the following suggestions as guidelines for the letter's format and use.
  - Express your appreciation to everyone who helped you during the internship experience;
  - Convey a tone of appreciation for the time and efforts provided, and relate in the letter how the experience has been—and will continue to be—important to your future;
  - Send copies of the correspondence to each individual mentioned in the letter;

**OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY  
INFORMATION TECHNOLOGIES  
INTERNSHIP PROGRAM**

**INTERNSHIP EMPLOYER**

**INTRODUCTION**

Information Technologies recognizes the unique contribution employers make in the education of its students, as well as the direct feedback it provides on their preparedness, and uses this information to enrich the programs of study by keeping curriculum and materials updated to employer standards.

The Internship Program consists of 6 to 12 credit hours (with 1 credit hour equaling 45 clock hours) in an approved industry relating to the student's academic area of emphasis. A typical semester is 15 weeks.

During the internship, the student becomes an employee of the Internship Employer and/or is employed through an established employment agency.

The student must have a minimum 2.5 GPA and have approval by the IT Internship Coordinator before being allowed to participate in an internship or advanced internship. The Internship Coordinator will work closely with the Employer Supervisor/Mentor throughout the internship period. Supervisor/Mentor training can be provided.

**An Internship Employer may terminate an internship agreement at any time.** In such an event, Information Technologies requests that a brief, written explanation for the termination be submitted to the Internship Coordinator. If the termination of an intern is due to the student's lack of fulfilling his or her responsibilities, the student will fail the course.

**OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY  
INFORMATION TECHNOLOGIES  
INTERNSHIP PROGRAM**

**INTERNSHIP EMPLOYER**

**ROLE AND RESPONSIBILITIES**

1. With input from the intern, develop a list of typical tasks the student will perform during the internship period.
2. Place the intern in a job commensurate with his/her abilities and training.
3. Provide the intern with a variety of challenging experiences.
4. When/where applicable, pay the intern a salary commensurate with experience, ability and prevailing wage rates.
5. If possible assign a company mentor to the intern for the length of the internship experience. The company mentor is typically the person who directly supervises the student intern. (Note: the intern cannot be supervised or evaluated by a relative.)
6. “Officially” evaluate the intern’s performance in terms of company expectations twice during the internship experience. The intern will provide you the forms to do this.
  - A. Supervisor Mid-Term Evaluation Form (complete sometime around the middle of the internship experience)
  - B. Supervisor Final Evaluation Form (complete at the end of the internship experience)
7. The Internship Coordinator will jointly visit with you and the student intern by phone or in person sometime during the internship experience and again at the end of the internship. If you would like to visit at other times, let the Internship Coordinator know this and they will be happy to work with you.

**OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY  
INFORMATION TECHNOLOGIES  
INTERNSHIP PROGRAM**

**INTERNSHIP APPLICATION FORM**

(Please print legibly on this form)

**STUDENT INTERN INFORMATION:**

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Student's Internship Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email (if different from OSU email): \_\_\_\_\_

Which Internship will you be enrolling in? ITD 4806 ITD 4809 ITD 4812 ITD 4906  
(based on your IT Plan of Study requirements and your tentative graduation plan)

**I have read the rules and regulations of the OSUIT IT Internship Application Packet, and fully understand my obligations as an intern. I agree to abide by all conditions as stated. I also agree to abide by all regulations required by my Internship Employer.**

*Student Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**EMPLOYER INFORMATION:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Contact Supervisor/Mentor: \_\_\_\_\_

Email: \_\_\_\_\_

Internship Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Internship End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Intern Job Title: \_\_\_\_\_ Intern Rate of Pay: \$\_\_\_\_\_ per \_\_\_\_\_

Intern's Primary Job Responsibilities: \_\_\_\_\_

*Employer Supervisor Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**IT INTERNSHIP COORDINATOR:**

☐ Internship Approved

☐ Internship Denied – Reason: \_\_\_\_\_

*Internship Coordinator Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_