

**PENN STATE - ERIE, BLACK School of Business**  
**MIS 495: Internship: Fall 2011, Ido Millet**

**Office (REDC #292) Hours:**

Tuesday	2:30 – 3:45
Wednesday	1:00 – 3:30

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**E-Mail:** [ixm7@psu.edu](mailto:ixm7@psu.edu)      **Skype:** ido\_millet

**Textbook:** *None*      **Prerequisites:** *MIS 430 (Systems Analysis)*

## Course Objectives

The objective of this course is to give the senior MIS major a chance to participate in a real-life Management Information Systems environment or to work independently on a major project. In order to gain the most from the experience, the student will bring to bear most of the concepts learned in the foundation courses of the MIS curriculum.

## E-mail:

**Check your psu e-mail at least weekly.** Contribution to the *MIS Internship Info Exchange* discussion forum on Angel may influence the grade for your Final Paper.

## Academic Integrity Policy:

Academic integrity is the pursuit of scholarly activity free from fraud and deception and is an educational objective of this institution. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

## Grading Policy:

Supervisor Evaluation	60%
Final Paper (& info exchange)	20%
Presentation	20%

93 - 100	A
90 - 92.9	A-
87 - 89.9	B+
83 - 86.9	B
80 - 82.9	B-
77 - 79.9	C+
70 - 76.9	C
< 70	F

## Course Requirements:

This course will not be run as a traditional course. There are no lectures, homework or exams. The body of the course is composed of the individual internship projects that each student will complete. Specification of work times and projects is between the student and sponsor. For a full description of the School of Business policies in relation to internships, see a separate document.

## Internship Proposal

All students are required to submit a one page Internship Proposal form, itemizing the internship duties that have been agreed upon by the student and the sponsoring organization. An Internship Proposal Template and an example of a completed proposal are included in the Internship Program policy document available from the School of Business.

These proposals are due **within 7 days from the start of the internship**. The purpose of the proposals, which will not be graded, is two-fold. First, they will give me an idea of what each of you is doing, and they will also provide a basis for evaluating the "success" of the internship. Include an address and phone number where **you** can be reached during the term. Include an address and phone number where the **internship sponsor** can be reached.

## Meeting with Me

Consultations with me through e-mail, telephone, or meetings are recommended. They can ensure that no problems are developing and that you are taking full advantage of opportunities to contribute and develop professionally.

## Presentations

Class presentations will take place on the last week of the semester. Summer interns may elect to present during the first week of the Fall semester. You will receive notice of the exact day and time via e-mail. If the message doesn't reach you, it is **your responsibility** to get in touch with me before the last week of the semester and find out the schedule for presentations. You will give a formal presentation on your internship -- 12 to 15 minutes in length (including 1 minute for Q&A). Each student will be assigned a date for a presentation. The presentation should give the highlights of your project experience, from the perspective of what you think is important for other MIS majors entering the marketplace to know.

Your grade for the presentation will depend on two factors:

- Your ability to prepare and deliver a professional business presentation:
  - Professional dress is not required, but could help in producing the desired effect.
  - PowerPoint files of previous presentations are available on my disk service (ixm7)
  - **Videotapes of previous presentations are available for viewing via Angel.**  
**You are expected to view and evaluate one such video.**
- Your ability to synthesize your experience into interesting and meaningful presentation for other students in the audience.

Attendance by all students for all (or a specified number of) presentation sessions is required.

Your presentation grade will be reduced if you fail to attend the required number of presentations.

## Final Paper

You will submit a well-prepared paper documenting the internship. Papers are to be printed on 8.5" x 11" paper and simply stapled (**no binding or plastic covers**). Organization of the paper:

1. Cover page - title ("ASP.NET at ..."), your name, date, and semester.
2. Preface page - to include the sponsoring organization's name and address, and the internship supervisor's name, title, and **telephone number**. Also include the dates of the internship here.
3. Table of Contents (and, of course, page numbers)
4. **Introduction**: background information on the sponsoring organization (keep it **short**)
5. **Discussion** – it is your responsibility to decide on a structure & content that would support the objective of producing an interesting and informative paper. Your intended audience: **MISBD Juniors who wish to read about and learn from your internship experience.**
6. **Lessons Learned** -- what did you learn from the internship experience with particular emphasis on insights that will help guide you in your future career.
7. Attachments (reports/screens designs, sections of code, organizational charts, bibliography, Footnotes, etc...). Note: exercise judgment here -- don't just "pad" the report.
8. A self-evaluation form (same form as the one used by the supervisor)

Be sure to **edit and proofread carefully!** **You shouldn't follow the guidelines blindly**, but you have to produce an interesting and well-written report. No limit is set on the length of this paper, but the minimum equivalent of 10 single spaced pages (**not** including exhibits, cover, preface, and table of contents pages) would seem to be necessary. The actual spacing is your choice but should result in a format that is easy to read. Your grade on the paper will depend on the following factors:

- 1) The quality, layout, and professionalism of the written presentation
  - a) Expect severe grade penalties for spelling mistakes. Search for and check for all cases of typical spelling mistakes (then <> than, their <> there, to <> too).
  - b) Read again your paper and look for opportunities to simplify and improve the writing. For example, instead of "... is able to be developed..." → "... can be developed..."
  - c) Add images when the discussion related to something visual (at least in some cases)
  - d) Add code snippet and explanation when the discussion relates to code (at least in some cases).
- 2) The extent to which you synthesized your experience into meaningful insights
- 3) The extent to which the paper (and my judgment) indicates you have tried and succeeded in turning the internship into a productive and meaningful experience (given the circumstances).
- 4) Your contributions to the email Information Exchange.

**Final papers are due by **Tuesday, 10:00 AM, on Final Exams week.****

## Summary of Requirements

1. One page Internship Proposal: Due 7 days from start of internship.
2. **Contributions to the e-mail Information Exchange Forum** . You are required to subscribe to that forum so that new messages are automatically emailed to you.
3. Attendance in at least 10 Internship Presentations (or a complete session).
4. Presentation, as scheduled.
5. Evaluation Form from the sponsor. The form is mailed directly to the sponsor by the school of business. However, it is your responsibility to make sure the sponsor remembers to send it back on time. The form is due by the first day of finals. As this is the only proof that I have that you actually completed the internship, **no form - no grade!**  
**Note:** Late forms lead to deferred grades, which turn into a failed grade beyond a certain point.
6. Final Paper: by **Tuesday, 10:00 AM, on Final Exams week**