A Guide to Internships

for

Undergraduate Students

Syracuse University
The School of Information Studies

This Guide is for undergraduate students at the School of Information Studies, Syracuse University, majoring in Information Management and Technology.

Updated 07/15/2015
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An Introduction to the Internship Process

The Purpose of an Internship Opportunity:

In recognition that education extends beyond the formal classroom, the faculty of the School of Information Studies (iSchool) recommend students to participate in special learning situations outside existing courses. The internship program is designed to provide the student with the opportunity to work in a day-to-day professional environment under the supervision of an experienced professional and with the guidance of an iSchool faculty member. In addition, the programs are designed to promote positive interaction between the faculty and students of the iSchool and experienced information management and technology professionals in institutions, businesses, libraries, and other agencies.

The difference between Co-ops and Internships:

At the School of Information Studies, co-ops and internships are differentiated primarily by their duration. A co-op, or cooperative work or education experience, is a paid position that usually lasts 12-16 weeks, extending beyond a single semester. An internship could be much shorter, 6-10 weeks, and can be paid or non-paid.

Students are encouraged to seek meaningful, relevant experiences in which they can apply the theories taught in the classroom to real world applications. While Site Supervisors do share their knowledge and expertise with interns and co-ops, the students give a tremendous amount back to the organization in terms of projects completed, professional services rendered, enthusiasm, creativity, and new approaches to information problems.

Where the Internship fits into an iSchool Program:

Students can register internships for credit after completing approximately one-half of their academic program for the School of Information Studies (iSchool). This is to ensure that they have the skills to be successful in the work experience they select. However, students are encouraged to plan early so that their work experience will best parallel their professional goals. It is never too early to contact the Academic Advisor or the Faculty Supervisor to develop a goal and discuss possibilities.

Internship experiences for credit can be used as “Elective IST” credit or “General Elective” credit.

The School of Information Studies at Syracuse University does not discriminate against employers, students, or applicants on the basis of race, gender, handicap, age, veteran status, national origin, or political affiliation.
Benefits for Everyone

An internship opportunity is a winning situation for everyone involved! While you, the student, gain real work experience, your employer gains the use of your skills for a short period of time. Let’s take a closer look at exactly what benefits will accrue for the various parties:

For the Student:

- practical experience using information skills and applying theoretical knowledge
- pursue a special interest in a subject specialty
- interact and communicate with professionals
- experience an information setting consistent with professional goals
- become aware of employment opportunities
- test theoretical concerns against reality
- understand the role of the sponsoring site within the community
- develop a professional self-awareness
- develop professional contacts for future advice and job seeking

For the Site:

- develop and implement special projects
- have additional professional-level assistance available
- gain fresh insights from students currently studying leading-edge approaches
- interact with students and programs of the iSchool

For the iSchool:

- provide stimulating, practical learning environments for students
- meet the individual needs of students
- promote a good working relationship with public and private sector organizations

Frequently Asked Questions
1. **Am I required to do an internship?**
   No. Internships are not currently required in the undergraduate curriculum at the School of Information Studies. However, the chance to further develop skills learned in the classroom, to make connections in the working world, and to test possible career plans is an invaluable opportunity that many students choose to take advantage of. In addition, internships are an impressive addition to a recent college graduate’s resume.

2. **What will an internship opportunity cost?**
   You must pay regular Syracuse University credit hour costs for your internship. If you are earning six (6) credit hours, you must pay the bursar’s office for six (6) credits.

   Also, an internship opportunity which takes place outside of the Syracuse area may require students to find and pay for their own housing, and provide for their own transportation. For this reason, the experience should not necessarily be considered a money-making undertaking. However, the paybacks in terms of professional experience and personal networking may outweigh the financial challenges of such an experience.

3. **How and where do I register for an internship?**
   You must register through MySlice for your internship credits, just like you would for any other class. Register for IST 471 for all IT work experiences. Be sure to enter the number of credit hours you are seeking for the internship. Most iSchool undergrads choose either three (3) or six (6) credits of internship, depending on the number of hours worked. If you seek three (3) credit hours you must work a minimum of 150 hours; six (6) credits would require 300 work hours. iSchool internship courses have a variable amount of credit associated with them, so be sure to enter the correct number of credit hours you plan to earn. MySlice will default to one credit hour if no amount is entered. If you have questions about registering for your internship, contact Kathy Benjamin (kabenjam@syr.edu) for assistance.

   In addition, you must document your internship by submitting the forms found in the IST 471 Blackboard course during the semester you are working at the internship. **The Proposal form must be uploaded to the IST 471 Bb at least one week before you begin working (an example of this form can be found on page 21 of this booklet). You will not get credit for the internship if you do not turn in this paperwork!** Also, the Proposal cannot be accepted for past work experiences. The three additional forms necessary for internship credit are the **Learning Agreement, Student Evaluation and Site Supervisor Evaluation.** There are also topics for discussion that require student postings, all of which can be found in the IST 471 Bb. Be sure to check for any other assignments on the syllabus and/or Content/Assignment section of the Bb course.

4. **What if my work assignment won’t end before the end of the semester?**
   You will have a missing grade on your next grade report. Once the assignment is completed and your evaluation forms have been turned in, a grade will be submitted for you. Make arrangements ahead of time with your Faculty Supervisor.

5. **What if I want to extend my internship for another semester?**
   A maximum of six (6) internship credit hours can be earned for an internship experience. However, undergraduates are allowed a total of twelve (12) internship credits during their program of study. Contact your Faculty Supervisor to decide how to register for the additional credits and to ensure that your grade is not withheld.

   **Just the Facts: Finding an Internship**

   In selecting a site, use the following Resources:
1. **Academic Advisor.** Your advisor has probably worked with other students in similar situations, and may have suggestions for where you can pursue an internship. He or she may also help you define your skills to include on your resume.

2. **Your program listserv.** This listserv (istugrad) is utilized by the iSchool’s Career Services and Employer Relations team to post some currently available jobs, internships and co-ops, including local to international positions. Information on employer-hosted info sessions and workshops are also sent to the program listservs as they become known to the iSchool Career Center staff.

3. **OrangeLink.** The main web-based system in which students should search for jobs, internships, and co-ops is OrangeLink, [https://syr-csm.symplicity.com/students](https://syr-csm.symplicity.com/students). OrangeLink can also be accessed from your MySlice account.

4. **iSchool Career Services Center (114 Hinds Hall).** This office puts together the iSchool Career Fairs, held every fall and spring semester, where employers come to campus to meet students with technology skills to fill internship and employment opportunities within their organizations.

   Meredith Tornabene, the iSchool’s Associate Director of Career Counseling, can help with resume preparation, mock interviews, and career guidance. Schedule an appointment through OrangeLink to meet with Meredith.

   Kathy Benjamin, Employer Relations and Career Services Coordinator can help you with internship requirements for credit and assist with registering for the credits. She also works with employers to schedule information sessions and events on campus and posts job/internship opportunities in OrangeLink.

   Olga Olesh, Career Services Office Assistant, assists with employer events on campus and puts the Weekly Summary Reports together for broadcast to the iSchool program listservs.

5. **Center for Career Services, located in the Schine Student Center.** [http://careerservices.syr.edu/](http://careerservices.syr.edu/). This office operates in conjunction with the School of Information Studies, but may have additional strategies and/or resources for students to utilize in the career planning process. This office can help with any issues you may have regarding OrangeLink.

Internship sites are as varied as the students who find them. When you are searching for a site, consider these organizations that have hosted interns in past semesters:

- Ernst & Young (EY), New York, NY
- JPMorgan Chase & Co., New York, NY
- Deloitte Consulting, New York, NY
- General Electric (GE), Schenectady, NY
- Sidearm Sports, Syracuse, NY
- Cognizant Technology Solutions, Teaneck, NJ
- Travelers, Hartford, CT
- Fidelity Investments, Boston, MA
- Iron Mountain, Boston, MA
- Cisco Systems, Research Triangle Park, NC
- Crowe Horwath, New York, NY
- BlueCross/Blue Shield of Western NY, Buffalo, NY
- Revlon, New York, NY
- KPMG, New York, NY
- Fox News, New York, NY
- IBM, Gaithersburg, MD
- SiriusXM Satellite Radio, New York, NY
- The Hartford Financial Services Group, Hartford, CT

**Tips for finding an internship site:**
Use all your connections. The internship opportunity does not have to come from the iSchool or Career Services. Feel free to enlist the help of family, friends, professors, administrators, or anyone else you may know who is in a position to help you. Be creative in the utilization of resources from the library such as national guides for internships to reach outside of the Syracuse community. There is a vast assortment of online resources available that provide lists of internships worldwide, as well as individual company websites listing internship opportunities. Just keep in mind that the site and your role there must meet the criteria specified by the School of Information Studies in order for you to earn credit.

Have an effective resume. Remember, this may be your initial contact with an employer. Make sure it reflects exactly what you want conveyed to an employer. There are a variety of resume workshops scheduled during the academic semesters, usually before career fair time. These workshops could be one-on-one resume review sessions with employers that come to the iSchool or could be in a group setting hosted by the iSchool career counselor, Meredith Tornabene. Students who may be unfamiliar with the resume and its purpose can start by visiting the iSchool Career Services’s website for a resume template (http://ischool.syr.edu/careers/icareer-resources/). Once a resume draft has been worked up, you should schedule an appointment with Meredith through OrangeLink for a resume review. She can give you tips and pointers for an effective resume to send to potential employers. Another resource for resume assistance is the main campus Career Services office, located in the Schine Student Center. Refer to their website: http://careerservices.syr.edu/ for details.

Important Note: Not all internship opportunities are secured through leads provided by career services on campus. You can also develop an opportunity on your own. Target a particular company and contact them for an initial meeting and/or conversation about a potential internship. Keep in mind these criteria that a site must meet:

- There must be a Site Supervisor who has professional work experience and is more knowledgeable about the work than the student
- The Site Supervisor must be willing to guide, supervise, and evaluate the student
- There must be specific, finite tasks for the student to complete
- These tasks must be considered educationally useful by the faculty supervisor
- Be sure to obtain the faculty supervisor’s approval before you begin work

Who’s Who
A guide to the important players in your internship opportunity search and successful experience:

1. **Internship Student.** This is you. The weight of this experience is on you, but the benefits are yours to reap. Here are some things you MUST do:
   - be proactive in your search for an internship opportunity
   - ask questions and be persistent in securing an internship
   - turn in the necessary paperwork on time
   - meet with your Faculty Supervisor

2. **Your Academic Advisor.** This faculty member is assigned to you when you begin taking classes at the iSchool. This person is available for advising throughout your program at the iSchool. As your advisor, this person may be familiar with your future plans and with the classes you have taken, and may be able to suggest potential sites for internships.

3. **Your Faculty Supervisor.** This faculty member will act as the professor for the course, assisting you throughout the internship opportunity, contacting your Site Supervisor to track your performance, and assigning your grade.

   The faculty supervisor cannot give you credit for a work experience you completed in the past. He or she cannot guarantee you a position. Your own initiative is essential for finding and completing a successful internship opportunity.

4. **Site Supervisor.** This is the person with whom you will work at the site. He or she is not determined until you have selected a site and been offered a position; and this might not be the same person who hired you. In order to qualify for this position, this person must have skills superior to yours, have professional work experience, and must be willing to guide you and evaluate your work. The Site Supervisor's main responsibilities are to:
   - advise you in your work
   - orient you to the site
   - provide you with the necessary space and supplies to work
   - assist with completion of the Learning Agreement
   - evaluate you at the completion of your assignment
   - communicate with the Faculty Supervisor in reference to your work

5. **Career Counselor.** Meredith Tornabene ([mtornabe@syr.edu](mailto:mtornabe@syr.edu)) can help with preparing students for the career search by working with you on resumes, cover letters, mock interviews or career advice. Meredith sees students by appointment only. You can sign up for an appointment in OrangeLink. Appointments can be made by going into OrangeLink and clicking on the **REQUEST AN APPOINTMENT** link on the right side of your homepage.

6. **Career Services & Employer Relations Coordinator.** Kathy Benjamin, [kabenjam@syr.edu](mailto:kabenjam@syr.edu), can help you with the internship process. She can also assist with internship registration issues and general help for internship and career searches. Kathy is the go-to person for CPT an OPT letters for international students.

7. **Slutzker Center of International Services.** International students must see their advisor in this office to ensure that they can work in the United States. **There is additional paperwork required by the SCIS that you must complete prior to starting an internship.** The Slutzker Center is located on Walnut Place (across Waverly Ave. from Bird Library) and the telephone number is 315-443-2457.

   Just the Facts: When you’ve accepted a position...
Step 1: **Contact your Faculty Supervisor**, particularly if you have not done so up to this point. This person will make sure that your selected site is appropriate before you have spent significant time filling out paperwork.

Step 2: **Register for the course** through MySlice. It is preferable to register during the regular registration period for a semester. If you have any registration questions or concerns, contact Kathy Benjamin, Career Services & Employer Relations Coordinator, 114 Hinds Hall, or email her, kabenjam@syr.edu. You may register before you have found a site if you anticipate that you will find one during a particular semester.

Step 3: **Fill out the Proposal Form and submit it to Bb course for IST 471**. This documents your internship opportunity with the School of Information Studies but must still be approved by the faculty supervisor. This form provides the school with a brief, overall outline of what you think you will be doing at the site. While it must have some detail, you do not need to know every aspect of your internship at this point. If you need assistance, discuss the form with your Site or Faculty Supervisor. *This form MUST be turned in at least one week before you begin work.*

#### …Once you’ve started work...

Step 4: **Complete the Learning Agreement**. This form should be completed once you have worked **30 hours** for the site. By this point, you will have a much better idea of exactly what you are doing on the job, and can detail your assignment more accurately. If there are changes between what you expected to do and what you find you are actually doing, report them here. You may limit your response to the form, or attach additional pages if necessary. This form is an important part of your grade, so it should be taken seriously and filled out with care. **Upload your Learning Agreement to the Bb course for IST 471.**

Step 5: **Check IST 471 Bb** for any additional assignments/postings during the semester.

Step 6: **Midway point**. Expect your Faculty Supervisor to contact your Site Supervisor for a discussion of your performance. In some local cases, the Faculty Supervisor may make a site visit.

Step 7: **Finish the work assignment**. At this point, you must **complete the Student Evaluation Form and upload it to the Bb course for IST 471**. This form will not affect your grade, but will give you the opportunity to rate the value of the experience in relation to your overall program at the School of Information Studies and to your career goals.

Step 8: **Ensure that your Site Supervisor has completed the Site Supervisor Evaluation Form**. Your supervisor will receive a copy of this form early in your internship, but it is a good idea for you to make sure that he or she is in possession of the correct form, and that it is returned in a timely manner. All site supervisor evaluations should be returned to Kathy Benjamin (kabenjam@syr.edu) or faxed to her at 315-443-5673. In addition to the form provided by the School of Information Studies, the Site Supervisor may choose to evaluate your performance using an in-house evaluation form. This is also an excellent time to request that your Site Supervisor provide you with a reference letter for your future use.
What’s What: Forms and Their Destinations

Only the underlined forms are required to earn credit. All forms should be sent directly to IST 471 Bb course.

♦ **Resume:** This is your primary method of introducing yourself to potential employers. It usually consists of 1 page, highlighting education, skills, and work experience. Resource: [http://www.ischool.syr.edu/current/career/resources.aspx](http://www.ischool.syr.edu/current/career/resources.aspx)

♦ **Cover Letter:** A cover letter may act as an introduction to an employer by accompanying your resume, or act as your formal application for a position. It should be one page, clearly stating why you are the person for the job. Resource: [http://careerservices.syr.edu/](http://careerservices.syr.edu/) (Click on ‘Career Guides’)

♦ **Proposal Form:** (example on page 15) This form must be filled out by you, the student, and submitted to the CONTENT section in the IST 471 Bb course. It is due at least one week before beginning a work assignment. This form provides information about the assignment such as where and with whom you will be working, and gives a brief outline of the tasks that have been discussed with the Site Supervisor. *This form is required in order to earn credit.*

♦ **Learning Agreement:** (example on page 17) This form should be filled out by you, in cooperation with your Site Supervisor, and uploaded to the CONTENT section of the IST 471 Bb course. It is due after completion of 30 hours of work for the site. This form will establish precise learning objectives which will be met throughout the assignment, detail the tasks to be completed, and finalize your responsibility to the employer. *This form is required in order to earn credit.*

♦ **Student Evaluation:** (example on page 19) This evaluation is due upon completion of the work assignment, and provides you with an opportunity to rate the work experience and process. Your comments on this form will not affect your grade, but it must be submitted to IST 471 Bb course before the grade is assigned. *This form is required in order to earn credit.*

♦ **Site Supervisor Evaluation:** (example on page 21) The Site Supervisor Evaluation is due upon completion of the work assignment. It provides the Site Supervisor with the opportunity to express satisfaction or dissatisfaction with your performance, and recommend a grade. *This form is required in order to earn credit.*

Site Supervisors should submit the evaluation form to Kathy Benjamin (kabenjam@syr.edu) for assessment purposes. She will then pass it on to the faculty supervisor for review.
Getting Credit

Basically, the hours spent at the work site are those included toward your earning credit. However, in some cases, the employer may allow you to work to be done remotely. Earning internship credit requires a student to submit the required internship forms and assignments on time to the Bb course and to work the required number of hours for the site. A rule of thumb: 1 Credit = 50 work hours.

For 3 Credits, you must work 150 hours.
For 6 Credits, you must work 300 hours.

Take care to register for the correct course number and the correct number of credits. If you need to change your registration, use the MySlice registration during the “schedule adjustment” time or see Kathy Benjamin (kabenjam@syr.edu) for assistance.

Money Matters

Credits earned through internships are credits just like those earned in class. You will need to pay the regular University tuition for them. Financial aid will apply to these credits just like other credits.
A Checklist for your use:

1. Finding an Internship Position:
   _____ Meet with your Academic Advisor *(recommended)*
   _____ Check OrangeLink and program listserv for internship opportunities
   _____ Familiarize yourself with the internship process outlined in the iSchool's "A Guide to Internships for Undergraduate Students"

II. After you have accepted an offer:
   _____ Contact your Faculty Supervisor *(recommended)*
   _____ Register for IST 471
   _____ Meet with your Site Supervisor
   _____ Fill out a Proposal Form, submit it to IST 471 Bb course before starting work at the site

III. During the internship:
   _____ Fill out the Learning Agreement, upload it to IST 471 Bb course after you have worked 30 hours
   _____ Work the necessary number of hours
   _____ Complete any postings and/or assignment(s) for your Faculty Supervisor

IV. Upon completion of the assignment:
   _____ Fill out the Student Evaluation Form
   _____ Remind your Site Supervisor to complete an evaluation form
   _____ Complete any assignment(s), if required, for your Faculty Supervisor
Michael Undergrad

345 Sesame St.
Syracuse, NY 13244

Phone: 315-555-8888
Email: munderg@syr.edu

Education

Syracuse University, School of Information Studies (Syracuse, NY)
B.S. Information Management & Technology (GPA 3.4/4.0) May 2012
Dean’s List (Fall 2009 - Present)


Experience

Name of Employer (City, ST) September 2010 - Present

Position Title

- Provide description of what you did including the deliverables created, the outcomes achieved, the goals met using quantitative results; make sure to include some context (e.g. if you designed a website, what was the purpose of the website)
- Outline how you achieved the results including the methodology and technology you used
- Shoot for 3 - 4 bullet points if possible

Name of Employer (City, ST) September 2010 - Present

Position Title

- Provide description of what you did including the deliverables created, the outcomes achieved, the goals met using quantitative results; make sure to include some context (e.g. if you designed a website, what was the purpose of the website)
- Outline how you achieved the results including the methodology and technology you used
- Shoot for 3 - 4 bullet points if possible

Name of Employer (City, ST) September 2010 - Present

Position Title

- Provide description of what you did including the deliverables created, the outcomes achieved, the goals met using quantitative results; make sure to include some context (e.g. if you designed a website, what was the purpose of the website)
- Outline how you achieved the results including the methodology and technology you used
- Shoot for 3 - 4 bullet points if possible

Academic Projects

Name of Class: Project Title Fall 2010

- Provide description of what you did including the deliverables created, the outcomes achieved, the goals met using quantitative results; make sure to include some context (e.g. if you designed a website, what was the purpose of the website)
- Outline how you achieved the results including the methodology and technology you used
- Shoot for 3 - 4 bullet points if possible

Name of Class: Project Title Spring 2010

- Provide description of what you did including the deliverables created, the outcomes achieved, the goals met using quantitative results; make sure to include some context (e.g. if you designed a website, what was the purpose of the website)
- Outline how you achieved the results including the methodology and technology you used

Leadership & Extracurricular Activities

Sigma Chi Fraternity: Member (Spring 2009 - Present), President (Fall 2010 - Present)
Syracuse University Student Government: Member (Fall 2008 - Present)

Honors & Recognitions

Syracuse University Emerging Student Leader (Fall 2008)

Technical Skills

Operating Systems: Windows 7, MacOS, Linux
Programming Languages: HTML, C, C++, Java
Databases: MS Access, Oracle
Applications: MS Project, MS Visio, Dreamweaver

Certifications: Certified Wireless Network Administrator, Cisco Certified Network Administrator
Ms. Firstname Lastname  
Hiring Manager  
Future Enterprises, Inc.  
355 Success Blvd.  
New York, NY 10012

Dear Ms. XXX or Dear Sir/Madam or Dear Hiring Manager:

I have investigated sustainability, best practices related to groundwater protection, and their potential economic impact, both in my independent research at Syracuse University and in my internships for the US Environmental Protection Agency (EPA) and in Chile. For this reason, I was excited to learn of the opportunity to support your client advisory services. I am both interested and highly motivated to contribute to research reports that include actionable guidance for executives. I believe I have the research, writing, and interpersonal skills necessary to successfully carry out the Research Intern's responsibilities.

Researching and writing about environmentally-related legislation at both state and Federal levels has broadened my knowledge and analytical skills and has specifically introduced me to databases and other sources of information pertinent to the drive for sustainability. My internship at the Economic Commission for Latin America & the Caribbean (ECLC) in Chile expanded my research skills to include international sources. My experience composing written reports and summaries for international audiences and preparing self-help materials for the general public should help me meet SR Ins.'s needs for reports and briefings for member-clients. I would be happy to submit samples of my writing upon request.

My teamwork and interpersonal skills have been developed as a leader in student activities. From planning events for groups of students and recruiting new members for our student government organization, to presiding over sensitive hearings on possible election code violations, I have led and motivated peers while acting in accordance with the Student Association regulations. I would bring useful interpersonal skills to the teamwork effort at SR Inc.

I would be pleased to expand on my experience, skills, and personal commitment in an interview and am available by phone, Skype, or in person. You can contact me by phone at (315) 555-1234 or e-mail me at jtorino@syr.edu. Thank you for your time and consideration.

Sincerely,
Juan J. Torino
Proposal Form

This form is required to earn credit for an internship position. It must be uploaded to the Blackboard course for IST 471 at least one week prior to the start of the work assignment. *Late paperwork can affect your grade.*

STUDENT INFORMATION

Name: ____________________________ SU ID #: ____________________________

Degree Program: ☐ Undergraduate - Bachelor of Science

How many credit hours have you completed towards your degree? ____________________________

Current Address: __________________________________________________________

City: __________ State: _______ Zip: _______ Phone: ____________________________

E-mail: __________________________________________________________

Gender: ☐ Female ☐ Male

Disability: ☐ Yes ☐ No

Ethnicity: ☐ African American ☐ American Indian/Alaskan Native

(Conditional) ☐ Asian American/Pacific Islander ☐ Caucasian

☐ Hispanic ☐ Other ____________________________

Are you a United States citizen? ☐ Yes ☐ No If no, are you a permanent resident? __

Semester your Internship will begin: ☐ Fall ☐ Spring ☐ Summer Year: __________

Semester in which you will register: ☐ Fall ☐ Spring ☐ Summer Year: __________

Number of credits: __________________ (Remember, 50 work hours = 1 credit)

Is this your ☐ 1st Internship through the iSchool? ☐ 2nd Internship through the iSchool?

Have you been involved in any type of experiential learning since you enrolled in college? ☐ Yes ☐ No

This is for a ☐ paid Internship ☐ unpaid Internship

Approximate dates of work block: From: _____ / _____ / _______ To: _____ / _____ / _______

Schedule (days, hours of work): ____________________________________________

Academic Advisor: __________________________________ Faculty Supervisor: ____________________________

114 Hinds Hall • Syracuse, NY 13244 • TEL 315-443-6137 • FAX 315-443-5673

www.ischool.syr.edu
INTERNSHIP SITE INFORMATION

Organization Name: ____________________________________________
Address: ______________________________________________________
City: _______________________ State: _________ Zip: ________________
Phone: ________________________ Fax: ________________________
E-mail: ________________________ URL: ________________________

SITE SUPERVISOR

Name: (Mr. or Ms.) ________________________________
Title: ________________________________ E-mail: ______________________
Phone: ________________________________ Fax: ______________________
Additional Contact (if any): ________________________________
Title: ________________________________ E-mail: ______________________
Phone: ________________________________ Fax: ______________________

PLEASE PROVIDE A BRIEF DESCRIPTION OF YOUR PROPOSED PROJECTS/ACTIVITIES. (This is only your proposed activities. We realize this may change once you are involved in the internship.)
Learning Agreement

This form is required to earn credit for an internship and must be uploaded to the Bb course for IST 471 upon completion of 30 hours of the work assignment. *Late paperwork can affect your grade.*

Student and Site Supervisor must agree to the contents of this form. Keep a copy for your records and give a copy to your site supervisor. We will notify you if any parts of the Learning Agreement need to be changed.

Name: ______________________________________ SU ID #: __________________________

Degree Program: Undergraduate □ BS

Current Address: ________________________________________________

City: ______________ State: _______ Zip: _______ Phone: __________________________

E-mail: __________________________________ Dates of work block: From ___ / ___ / ___ to ___ / ___ / ___

Schedule (days, hours of work): __________________________________

Semester of Registration: __________________ Course #: ______ Credits: ____________

Academic Advisor: ____________________ Faculty Supervisor: _____________________

Internship Site Name: ________________________________________________

Internship Site Address: ________________________________________________

City: __________________ State: _______ Zip: __________________________

<table>
<thead>
<tr>
<th>STUDENT</th>
<th>SITE SUPERVISOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title: ____________________</td>
<td>Name: ____________________</td>
</tr>
<tr>
<td>Work Phone: ______________________</td>
<td>Title: ____________________</td>
</tr>
<tr>
<td>Fax: _____________________________</td>
<td>Work Phone: ____________________</td>
</tr>
<tr>
<td>Wages (hourly): _____ OR (stipend): _____</td>
<td>E-mail: ____________________</td>
</tr>
</tbody>
</table>

114 Hinds Hall • Syracuse, NY 13244 • TEL 315-443-6137 • FAX 315-443-5673
www.ischool.syr.edu
**Project Description:** Be as detailed as possible; use extra sheets if needed.

**Rationale:** (How does the internship fit into your overall program?)

**Methodology:** (How is the work to be done?)

**Communications:** (When, where, and how often will discussions take place?)

**Miscellaneous:** (Vacation days, holidays, special arrangements, etc.)

**Criteria for Evaluation:** (How will your supervisor evaluate your performance?)

☐ By completing and posting this form, I am aware of my responsibilities and will abide by them and the agreement written above.
Student Evaluation

This form is due upon completion of your internship work experience. While your answers will not affect your grade, the evaluation form must be uploaded to the Bb course for IST 471 before you will receive a grade. Please use additional pages if necessary.

Name: ___________________________ SU ID #: ___________________________

IST Degree Program: Undergraduate  ☐ BS

Current Address: __________________________________________________________

City: ________________ State: _____ Zip: _______ Phone: ______________________

Academic Advisor: ___________________________ Faculty Supervisor: __________________

Internship Site Name: _______________________________________________________

Address: _________________________________________________________________

City: ________________ State: _____ Zip: _______ Phone: ______________________

Dates of work block: From: _____ / _____ / _______ To: _____ / _____ / _______

Supervisor Name: ___________________________ Title: ___________________________

E-mail: _________________________________________________________________

- Brief description of project/activities:

- Did your work assignment meet your expectations? (No 1 2 3 4 5 6 7 Surpassed them) Please explain:

- Did you feel your time was well spent? (No 1 2 3 4 5 6 7 Very well spent) Please explain:

- Did you receive enough direction and feedback from your Site Supervisor? (No 1 2 3 4 5 6 7 More than enough) Please explain:

- Did you receive enough direction and feedback from your Faculty Supervisor (Susan Bonzi)? (No 1 2 3 4 5 6 7 More than enough) Please explain:
• In total, what did you think of your internship opportunity? (Useless 1 2 3 4 5 6 7 Extremely Valuable) Please explain:

• To what degree were you able to apply your classroom knowledge to your work experience? (None 1 2 3 4 5 6 7 High) List classes that were helpful:

• In your opinion, what was the most outstanding part of the experience?

• In your opinion, what was the least valuable part of the experience?

• Please list any honors/special recognition you received during the internship:

• How did you obtain your internship? (Career Fair, OrangeLink, School of Information Studies, Career Services at Schine, personal contacts/networking, alum, direct contact with organization, other online resource, faculty, etc.)

☐ Please check this box if we have your permission to share the contents of this evaluation with your employer.

THANK YOU!
Site Supervisor Evaluation
for
Bachelor of Science in Information Management & Technology Program

Student Name: ____________________________________________________________

Semester of Internship: ____________________________________________________

Organization Name: _______________________________________________________

Site Supervisor Name: _____________________________________________________

To the Site Supervisor:

Please evaluate the student intern’s performance by completing this form. Your comments, as well as your rating of the student’s performance, would be most helpful in providing valuable feedback to the student intern. This evaluation also provides the Faculty Supervisor overseeing the internship, valuable information helpful in determining the student intern’s grade for the experience. This evaluation can be reviewed with the student prior to your returning it to the School of Information Studies.

In an effort to ensure that the learning objectives for the academic program in which the student is enrolled are on target, we would appreciate your feedback. Please evaluate, to the best of your ability, the student’s competencies for these learning outcomes (See page 3 of this evaluation).

We appreciate the time and consideration you have given our student intern. All completed forms can be sent to Kathy Benjamin (kabenjam@syr.edu or fax 315-443-5673).

1. If you had a vacancy, would you recommend this student for consideration? If yes, for what type of position? If no, why not?

2. Do you have any suggestions for improving the School of Information Studies Internship Program from your perspective?

3. Would you like to have another School of Information Studies student intern?  Y / N ________

4. Was the content of this evaluation discussed with the student?  Y / N ________

Please give a number grade and comments if applicable:

  Poor                      Excellent

114 Hinds Hall • Syracuse, NY  13244 • TEL 315-443-6137 • FAX 315-443-5673

www.ischool.syr.edu
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<thead>
<tr>
<th>Capability</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Ability to analyze problems, assist in providing original solutions, and follow through with implementation plans</td>
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<td>Ability to grasp essentials, follow instructions, and reach sound conclusions</td>
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<td>Enthusiasm, curiosity, and creativity; attitude towards work</td>
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<td>Ability to work on a professional level</td>
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<td>Quality of work</td>
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<td>Trustworthiness and reliability</td>
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<td>Ability to learn from others and take criticism</td>
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<td>Ability to work independently</td>
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Please rate the Intern's Capabilities using the following scale: **S/D (Strongly Disagree), D (Disagree),**
### Information Management & Technology Learning Objectives

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<tbody>
<tr>
<td>1.</td>
<td><strong>Information Management:</strong> Knowledge of the functional areas</td>
<td>S/D</td>
<td>D</td>
<td>A</td>
<td>SA</td>
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<td></td>
<td>of information management and their application to a variety of</td>
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<td></td>
<td>organizational contexts.</td>
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<td>2.</td>
<td><strong>Information Problem Solving:</strong> The capability to use critical</td>
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<td>thinking skills and creativity for understanding the uses of</td>
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<td>information for solving complex problems.</td>
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<td>3.</td>
<td><strong>Information Technology Understanding:</strong> An understanding of</td>
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<td>the uses of information technologies for solving human problems.</td>
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<td><strong>Leadership and Teamwork:</strong> The capability to accomplish</td>
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<td>goals through effective leadership and teamwork</td>
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<td>5.</td>
<td><strong>Information and Society:</strong> An understanding of the need for</td>
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<td></td>
<td>and use of information in relation to ethical, societal,</td>
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<td>regulatory, and technological issues.</td>
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<td><strong>Professional Communication:</strong> The capability to clearly and</td>
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<td>effectively communicate ideas in writing and orally.</td>
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<td>7.</td>
<td><strong>Information Technology Capabilities:</strong> The capability to use</td>
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<td>relevant technologies appropriate to solve problems.</td>
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<td>8.</td>
<td><strong>Lifelong Learning Skills:</strong> Recognition of the need for and</td>
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<td>an ability to engage in lifelong learning.</td>
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Thank you for participating in our program.

Signature ___________________________  Title ___________________________  Date ___________________________