

**Department of Information and Operations Management**  
*ISTM 684 Internship Application Form for MS-MIS*

**Application Deadline**

Applications are due seven calendar days prior to the beginning of the semester of the internship.

**Application Submission Location**

INFO Student Services Office (SSO), 330 Wehner

**Internship Course Catalog Description**

*ISTM 684. Information & Operations Management Internship.* A directed internship in an organization to provide students with on-the-job training with professionals in organizational settings appropriate to the student's professional objectives. Generally, an internship is for 3 credit hours.

**Department Requirements**

To receive course credit for an internship, a student must participate in a work experience in the IT department of a company. Applications for internship credit for on-campus jobs will be denied. Students will be eligible for 1 hour of course credit per 3-4 weeks of full-time work. A student should work a minimum of 10 weeks to receive 3 credits.

A student must be in good academic standing (i.e., cumulative and degree plan GPR  $\geq 3.0$ ) to apply for an internship. A student must complete at least 15 hours of ISTM-prefix courses from his/her degree plan before applying for an internship.

A maximum of 3 credit hours may be applied to a student's MS-MIS degree plan for an internship (ISTM 684). A student may only enroll in ISTM 684 once during the MS-MIS degree program.

The MS-MIS academic advisor will serve as the faculty supervisor for all internships. The following deliverables must be submitted at the conclusion of the internship:

- ◆ Internship Report
- ◆ Student's Evaluation of Internship Experience
- ◆ Employer's Evaluation of Student Intern (submitted directly by employing supervisor)

**Application Process**

1. Complete the ISTM 684 Application Form (must be typed). The application must also include:
  - F-1 CPT form (for international students) OR Employer Offer Form (domestic students)
  - A copy of the internship offer letter on company letterhead (must include start/end dates, job responsibilities, and supervisor's name & contact information)
  - Résumé

2. Sign form
3. Submit all required documents to the SSO in 330 Wehner (Incomplete applications will not be accepted, so be sure to attach all of the required items when submitting.)

### **Application Outcome**

Once an application is complete and submitted, the INFO Student Services Office (SSO) will route the application to obtain signatures from the MS-MIS Advisor and the Director of Student Services. The Director will notify the student of internship approval and provide course registration instructions.

#### ***Please note:***

- Handwritten applications will not be considered.
- Late applications will not be considered (see deadline above).
- Incomplete applications will not be considered.

**Department of Information and Operations Management**  
*ISTM 684 Internship Application Form for MS-MIS*

**Instructions**

Fill out the application form before you print it. Attach a copy of the employer offer form (or F-1 CPT form for international students), a copy of the internship offer letter, and your résumé. Submit your application and attachments to the INFO Student Services Office (330 Wehner) by the deadline.

<b>Student Information</b>	
Name:	UIN:
TAMU Email:	Phone:
<b>Course Request Information</b>	
Semester: Summer	# of Credits: 3
Year:	Registered: Please select
<b>Internship Information</b>	
Company Name:	Company Location:
Supervisor Name:	Supervisor Phone:
Supervisor Email:	
Start Date:	End Date:

By initialing each statement, I hereby acknowledge and certify the following:	
	I understand that I will be registered for 3 credits of ISTM 684 for the term in which I complete my internship.
	I understand that ISTM 684 will satisfy an elective credit in my degree plan.
	I understand that I am responsible for all tuition and fees associated with the ISTM 684 credits for which I am registered. (See <a href="https://sbs.tamu.edu/">https://sbs.tamu.edu/</a> for current tuition rates.)
	I understand that if I decide to drop the ISTM 684 credits from my course schedule after 5:00 p.m. on the last business day before the term begins, and my enrollment for the term drops to zero credit hours, any applicable adjustment of tuition/fee charges will follow the University's schedule for withdrawals ( <a href="https://tamusbs.custhelp.com/app/answers/detail/a_id/145/kw/withdrawal+percentages">https://tamusbs.custhelp.com/app/answers/detail/a_id/145/kw/withdrawal+percentages</a> ).

<b>Signatures</b>		
Student's Name	Student's Signature	Date
<b>Aaron Becker</b>		
MS-MIS Advisor's Name	MS-MIS Advisor's Signature	Date
<b>Veronica Stilley</b>		
Director of Student Services	Signature	Date