

**Department of Information and Operations Management**  
*ISTM 484 and SCMT 484 Internship Application Information*

**Application Deadlines**

- Fall - August 20
- Spring - January 7
- Summer - May 20

**Application Submission Location**

INFO Student Services Office (SSO), 330 Wehner

**Internship Course Overview**

*ISTM 484. Management Information Systems Internship.* A directed internship in an organization to provide students with a learning experience supervised by professionals in organizational settings appropriate to the student's professional objectives. Must be taken on a satisfactory/unsatisfactory basis.

*SCMT 484. Supply Chain Management Internship.* A directed internship in an organization to provide students with a learning experience supervised by professionals in organizational settings appropriate to the student's professional objectives. Must be taken on a satisfactory/unsatisfactory basis.

**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 an on-campus job will be denied. Students will be eligible for 1 hour of course credit per 3-4 weeks of full-time work. Typical 10-12 week summer internships qualify for 3 credit hours.

A maximum of 3 credit hours may be applied to a student's degree plan as general elective credits. The student must be in good standing (i.e., GPR  $\geq$  3.0) to receive internship course credit.

A student must select a faculty member to supervise the internship course. The student and faculty member will arrange for deliverables and grading criteria.

At a minimum, the student must submit a written report of the internship experience, and the student's internship employer (direct supervisor) must complete an *Employer's Evaluation of Student Intern* form.

**Application Process**

1. Identify faculty supervisor and determine course deliverables and grading criteria.
2. Complete *Internship Application Form for MIS/Supply Chain* (must be typed). Application must also include:
  - Offer letter with details
  - Current résumé

- Details of course deliverables and grading criteria as determined with faculty supervisor
  - A copy of your current degree evaluation (print from Howdy! Portal)
3. Provide a copy of offer letter on company letterhead. Offer letter must include:
    - Company name
    - Supervisor's name
    - Supervisor's phone
    - Supervisor's email
    - Employer's address where you will do the internship
    - Your job title
    - Specific job duties
    - Exact start date of the training period
    - Exact end date of the training period
    - Number of hours per week to be worked
  4. Sign form
  5. Obtain faculty supervisor signature
  6. Submit form to the SSO (330 Wehner)

### **Application Outcome**

Once an application is complete and submitted, the INFO Student Services Office (SSO) will route the application to obtain the Undergraduate Advisor and SSO Director's signatures.

The Undergraduate Advisor 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.
- Incomplete applications will not be considered.

**Department of Information and Operations Management**  
*ISTM 484 and SCMT 484 Internship Application Form for MIS/Supply Chain*

**Instructions**

Fill out the application form before you print it. Attach a copy of your offer letter, résumé, course deliverables and grading criteria, and degree evaluation. Submit your application and attachments to the INFO Student Services Office (330 Wehner) before the deadline.

<b>Student Information</b>			
Name:		UIN:	
TAMU Email Address:		Phone:	
<b>Course Request Information</b>			
Semester:	Select	Year:	# of Credits:
Registered:	Select	Faculty Supervisor:	
<b>Internship Information</b>			
Company Name:		Company Location:	
Supervisor Name:		Supervisor Phone:	
Supervisor Email:		End Date:	
Start Date:		# of hrs/wk to be worked:	
Your Job Title:			

By initialing each statement, I hereby acknowledge and certify the following:	
	I understand that I will be registered for 1-3 credits of ISTM/SCMT 484 for the semester or term in which I complete my internship.
	I understand that ISTM/SCMT 484 will apply to the General Elective area of my degree evaluation. If I have already fulfilled my General Elective requirement, the course will be listed in Work Not Applied.
	I understand that I will be responsible for all tuition and fees associated with the ISTM/SCMT credits for which I am registered. (See <a href="http://sbs.tamu.edu/">http://sbs.tamu.edu/</a> for current tuition/fee rates.)
	I understand that if I decide to drop the ISTM/SCMT 484 credits from my course schedule and my enrollment for the semester/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
Faculty Supervisor's Name	Faculty Supervisor's Signature	Date
Academic Advisor's Name	Academic Advisor's Signature	Date
<b>Veronica Stilley</b>		
Director of Student Services	Signature	Date