

**GEORGIA STATE UNIVERSITY**

J. Mack Robinson College of Business  
Department of Computer Information Systems

# CIS 4970 FIELD STUDY IN COMPUTER INFORMATION SYSTEMS

**Proposal Handbook**

**PLEASE READ THIS  
HANDBOOK BEFORE  
SUBMITTING YOUR  
FIELD STUDY PROPOSAL**

**Contact Us:**  
Department of CIS  
35 Broad St NW,  
STE 900  
Atlanta, Ga 30303  
404.413.7360

## CIS 4970 Field Study Checklist

- 1. I have read the CIS 4970 Field Study Handbook in its entirety.
- 2. I understand that I must complete the following course prerequisites to be eligible for CIS 4970: CIS 3260 (B- or better), CIS 3001, CIS 3300, and CIS 3730.
- 3. I fully understand that the prerequisite courses cannot be taken concurrently with CIS 4970 and that no exceptions will be granted.
- 4. I understand that the field study position may be an internship, part-time or full-time job related to information systems and must consist of a minimum of 20 hours per week.
- 5. I understand that I can only earn credit for CIS 4970 by securing a position that is active during the semester in which I wish to receive credit.
- 6. I understand that the position must cover the semester from start to end, along with acknowledging that the semester dates can be found on the GSU academic calendar.
- 7. I am aware that IT help desk support, website maintenance, and other similar Tier 1 duties will not be approved for credit.
- 8. I am aware that I have a two-attempt limit for submitting my proposal for review.
- 9. I am aware that the deadline to submit the field study proposal is the last day of late registration for Georgia State University and acknowledge that this information can be found on the GSU academic calendar.
- 10. I hereby certify that the information I've provided in the proposal is free from plagiarism and has not been fabricated or altered to receive approval to register for CIS 4970.
- 11. I understand that if it is found that the information has been plagiarized, fabricated, or altered, I am ineligible to register for CIS 4970.
- 12. I understand that I must receive departmental approval first before registering for CIS 4970.
- 13. I understand that if my field study proposal is rejected, I will be unable to register for CIS 4970.

- 
- When submitting an attached document, please include your name in the "filename."  
Example: John Doe Offer Letter
  - Please make sure your attachments are in PDF format.
  - It is highly recommended that you type and save your responses in an application such as MS Word to safeguard against fragmented sentences, grammatical errors, misspellings, etc.
  - **Do not provide a one-word list of responses without explanation.** The purpose of the proposal is to express, in writing, how your position and/or duties are related to information systems.
  - Please make sure you have entered your information correctly before submission.

By signing this checklist, I agree to fulfill all of the requirements stated in this document and in the course outline for authorization for CIS 4970, Field Study in CIS.

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

## CIS 4970 Internship Handbook

Students majoring in Computer Information Systems have the option to choose between the Field Study in CIS course (CIS 4970) or System Development Projects course (CIS 4980). Before registering for either CIS 4970 or CIS 4980, the student must complete all CIS 3000 level core courses: CIS 3260, CIS 3001, CIS 3300, and CIS 3730.

### CIS 4970 - Field Study in Computer Information Systems (undergraduate)

**Prerequisite:** Senior class standing. CIS 3260 (at B- or better), CIS 3001 and CIS 3300 and CIS 3730, GPA 2.5.

**Requirements:** Must meet RCB upper division course requirements and 45 semester hours, CSP 1, 2, 3, 4, 5, 6, 7.

This course is designed to provide the senior level student an opportunity to assist with the planning and implementation of computing technologies with an approved employer. Students may perform information systems trainer/ consultant and/or end user support duties. Students will meet periodically with a mentoring instructor to discuss problems and issues relevant to the area of implementing computer information systems. Compensation may or may not be granted for the internship/practicum. This course may include a Signature Experience component.  
3.000 Credit hours

#### **Prerequisites:**

Starting from the 2014-2015 academic year and forward:

- **CIS 3260** is a required core course for all CIS major students.
- **CIS 3265** exam may be taken with a 90% or better grade to fulfill the CIS 3260 prerequisite requirement
- **CIS 3260** and **CIS 3001** may be taken together in the same semester
- Both **CIS 3300** and **CIS 3730** require **CIS 3260** with a B- or better grade

*\*\* CIS 3260 is not a required core course for students who are under previous catalogs before the 2014-2015 year. Those students may take CIS 3260 with other CIS 3000 and 4000 level courses concurrently and must request a prerequisite override permission from either the instructor or the CIS department. \*\**

# Steps to Receive Credit for CIS 4970

1. **Find a Position:** The internship, part-time or full-time position must be CIS-related. You may find the position either through your own search efforts, which is strongly encouraged, the RCB Career Advancement Center (CAC), GSU Career Services, or from the sources listed below.

**Undergraduates** can contact the CAC for job search assistance. You can connect with Handshake for information on available jobs, internships, and interview opportunities with employers who want to hire RCB students. The CAC is located at 55 Park Place, 12<sup>th</sup> Floor.

- **GSU Career Services** - <http://career.gsu.edu/> For job postings by companies looking for interns.
- **TAG/TechFetch Job Board** - <http://www.techfetch.com/job/tagonline/>
- Internet search of **IT Recruitment Firms** in Bing.com
- **Computer Software/Systems jobs** - <http://www.nationjob.com/computers>
- **Hoovers Job Bank** - <http://www.hoovers.com/about-us/careers.html>
- **InternJobs** - <http://www.internjobs.com/>
- **Inroads, Inc.** - <http://inroads.org/students>
- **Internship Programs** - <http://www.internshipprograms.com/>
- **Wet Feet** - <https://www.wetfeet.com/>
- **Georgia Governors Intern Program** - <http://www.ganet.org/governor/intern>
- **Intern Abroad** - <http://www.goabroad.com/intern-abroad>
- **Idealist** - <http://www.idealists.org/>
- **Opportunity Knocks** - <http://www.opportunityknocks.org/>
- **U. S. Government Jobs** - <https://www.usajobs.gov/>
- **Georgia Dept. of Labor** – [www.dol.state.ga.us](http://www.dol.state.ga.us)
- **NAC Employer/Student Network** - <http://www.nacelink.com/>

2. **Submit Your Proposal Application:** A clear understanding of the position needs to be documented in your proposal application. The proposal should be detail oriented, describing your responsibilities and duties. This includes international students doing curricular practical training (CPT). A sample proposal is included at the end of this packet.

Your proposal application is where you provide:

- **Semester, year** in which you plan to earn academic credit (e.g. SPR, 2024)
- **Company and division** information
- **Objectives:** What will you learn?
- **Specific Tasks:** What will you be doing to learn?  
**Do not cut and paste a job description, use the formatting examples.**
- **Self-directed dates** when you will learn/accomplish them over the course of the semester (You must identify dates.)

**NOTE:** The position should be at least 20 hours per week.

3. **Employment Letter:** You must **submit an employment letter or proof of employment (documentation that proves that you currently work or will work there)**. Please ask your employer to confirm that you are working for them with a letter or email during your semester. A job offer letter on company letterhead, or an email offer, is common. [You can send other proof, such as a scan of your company badge or paycheck. Please mark out, cover, or hide any confidential information.]

**The complete proposal should include:**

- Proposal Application
- Employment letter or proof of employment from your employer

**All documentations must be submitted using the online proposal application found on the CIS Website.**

<https://robinson.gsu.edu/academic-departments/computer-information-systems/student-resources/internships/>

4. **Departmental Approval**

Proposals are reviewed every Friday during the university's open registration period, except during designated holidays or days in which the university is closed. You may check GSU's academic calendar for official registration dates.

Registration for CIS 4970 is during normal registration periods – so you must prepare (secure a CIS-related position and approval) before registration ends if you plan to obtain real-world experience during that semester. You will receive permission to register after the department is satisfied with your proposal and proof of employment has been verified.

After department approval is given, you will receive an email that states that you are cleared to register for CIS 4970.

**NOTE:** You will receive a registration error if you try to register for CIS 4970 without getting approval!

**The CIS 4970 class has task/deliverables that must be performed while gaining real-world experience.** You will work with the course instructor on these deliverables. If the curricular practical training (CPT) is required for international students, please initiate a CPT form from iStart in the ISSS web site <http://iss.gsu.edu/istart-for-scholars/> and send the following information to [CIS4970@gsu.edu](mailto:CIS4970@gsu.edu).

1. Number of credit hours requested. (The first capstone course requires three credit hours. The subsequent capstone course may be one to three credit hours.)
2. Number of hours per week
3. The starting date and ending date of the internship
4. The company name and address

**NOTE:** It may take 2 to 3 business days for processing the CPT form.





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## A-1547

|                                 |                            |                        |         |
|---------------------------------|----------------------------|------------------------|---------|
| <b>Contact</b>                  | Pounce D'Panther           | <b>Company Details</b> | CD-1510 |
| <b>Internship Source</b>        | CIS News (GSU Dept of CIS) |                        |         |
| <b>Other Internship Sources</b> |                            |                        |         |
| <b>Personal Email</b>           |                            |                        |         |

### Internship Information

|                        |                          |                         |            |
|------------------------|--------------------------|-------------------------|------------|
| <b>Internship Name</b> | A-1547                   | <b>Term</b>             | Fall       |
| <b>Applied Year</b>    | 2021                     | <b>End Date</b>         | 12/17/2021 |
| <b>Start Date</b>      | 8/2/2021                 | <b>Number of Credit</b> |            |
| <b>CPT Required</b>    | <input type="checkbox"/> |                         |            |

### Position Details

|                               |                                     |                                  |            |
|-------------------------------|-------------------------------------|----------------------------------|------------|
| <b>Position Title</b>         | Database/GUI Development Intern     | <b>Position Type</b>             | Internship |
| <b>Position</b>               | Part Time                           |                                  |            |
| <b>Is your position paid?</b> | <input checked="" type="checkbox"/> |                                  |            |
| <b>Hours/Week</b>             | 20.0                                | <b>Hourly Rate/Annual Salary</b> | 20.00      |

### Company Detail

|                         |                           |                         |  |
|-------------------------|---------------------------|-------------------------|--|
| <b>Company Name</b>     | A Large Corporation (ALC) | <b>Company Address</b>  | 35 Broad St NW, Atlanta, GA  |
| <b>Supervisor Name</b>  | Judy Bloom                | <b>Company Zip Code</b> | 30303  |
| <b>Supervisor Phone</b> | (678) 555-1234            | <b>Supervisor Email</b> | <a href="mailto:judy.bloom@company.com">judy.bloom@company.com</a> |

### Internship Outline And Objectives:

- 1. Company background information:** A Large Corporation (ALC) is one of the largest manufacturers of paper-based consumer products. Its supply chain network consists of fifteen (15) mills and about twenty (20) warehouses. The customers are located all over the country. The demand distribution follows very closely to the population profile of the regions. ALC produces over fifteen hundred (1500) different items to meet the demands of its customers.

**Which Career Track is the job related to** **Data Analytics** FYI: Your CIS career track may be different from the career track that is closely related to your position. If you are having trouble deciding, there's a chance your position isn't related to CIS.
- 2. Job description information:** The DSM will consist of a database in ACCESS, GUI and middleware in VB.NET, and an optimization model. As an intern, I am required to help build the database, GUI and middleware to enable smooth use of the optimization model.
- 3. What business problems will you solve:** The demand profile varies within a region over different items and so does the cost to serve these items and their associated revenues. Hence the profits for ALC in any given region could be considered to depend upon the items being sold there, their associated cost to serve and revenues derived. It has been noticed that for a particular item, the cost to serve increases and the associated revenue decreases with quantity being sold. This creates a point beyond which selling more quantities does not yield any further profit. This point is usually termed as Sweet Spot. The Sweet Spots differs significantly from item to item

for a given region.

The Business Improvement Process (BIP) department at ALC is currently putting together a Decision Support Model (DSM) to determine Sweet Spots for the items that it produces. The intent is to use this model to determine how much of which item in what quantities should be sold and where.

**4. Internship objectives:**

Example:

1. I will learn about the IT enabled manufacture industry of paper-based consumer products and how a large manufacturer company operates to serve its customers
2. I will be improving my proficiency in SQL.
3. Practice the knowledge of system analysis and architecture design of the prototype.
4. I plan to gain hands on experience with database, GUI design and VB.Net skills
5. I will have opportunities to integrate optimization business model within the prototype and present the model to corporate executives

**5. Specific Tasks to achieve objectives:**

Example:

1. In order to address the business problem in this project I will need to determine how cost, quantity of goods sold and regions can affect the profit and how IT can help optimize it.
2. I will be creating SQL queries using the Oracle database.
3. I will provide suggestions to improve the design and architecture of the prototype
4. With help from team members, we will collaborate to design data models for the prototype
5. My team will participate in the design of GUI, build GUI, and integrate optimization model within the prototype
6. I am expected to present the prototype to ALC management for changes and/or approvals.

**6. Major milestones:**

August 5, 2021

- a. Finish organization and industry orientation

August 15, 2021

- b. Analyze the current supply chain system and associated problems

October 30, 2021

- a. Design the decision support model
- b. Evaluate the tools for building the DSM

December 16, 2021 <~

[Please enter the last day of class for the semester or earlier](#)

- a. Deliver prototype

**For Approver Only**

Process status

Approval comments

Created By

Last Modified By

**Internship History**

User **GSU UG Internship Reg Form Site Guest User**  
Action **Created.**