

GEORGIA STATE UNIVERSITY

J. Mack Robinson College of Business

Department of Computer Information Systems



CIS 4970

Internship Handbook

CIS 4970 Internship Handbook

Students majoring in Computer Information Systems are required to complete an exam course prior to graduating. Undergraduate students have the option to choose between the internship field study course (CIS 4970) or the capstone systems development project course (CIS 4980). Before registering for either CIS 4970 or CIS 4980, the student must complete all CIS 3000 level core courses including CIS 3260, CIS 3001, CIS 3300, and CIS 3730.

The internship process and all forms are available at: <https://robinson.gsu.edu/academic-departments/computer-information-systems/student-resources/internships/>

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** is a co-requisite for **CIS 3001** and 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 Receiving Credit for Your Internship

1. **Find a Position:** The IT-related internship position can be part-time or full-time. You may find the position either through your own search efforts, which is strongly encouraged, the Robinson 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 Robinson students. The Career Advancement Center is located at 55 Park Place, 12th 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
- **NAC Employer/Student Network** - <http://www.nacelink.com/>

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

Your proposal application is where you provide:

- **Semester, year** of internship work (e.g. SPR, 2019)
- **Company and division** you will be working for.
- **Objectives:** What will you learn? (Example: I will learn about SQL)
- **Tasks:** What will you be doing to learn? (Example: I will be creating SQL queries using the Oracle database.) **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.)

If the internship requires you to work more than 20 hours per week, it is regarded as a full-time internship. In this case, you are required to provide academic justifications in your proposal on why full-time is required based on the nature of the internship.

3. **Employment Letter:** You must **submit an employment letter or other proof 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 internship packet should include:

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

All documentations must be submitted to:

CIS Internship Coordinator via

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

The internship coordinator will contact you within seven business days.

4. **Departmental Approval**

After department approval is given, you will receive an email that states that you are cleared to register for the field study class.

Registration for the field study class is during normal registration periods – so you must prepare (get a job and approval) *before* registration ends if you will be working at your internship during that semester. The internship coordinator will enter permission for you to register after the department is satisfied with your proposal and provide proof of employment (job offer).

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

The field study classes have task/deliverables that must be performed during the internship. 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.

1. Number of credit hours requested. (The first internship course requires three credit hours. The subsequent internship 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.

Sample CIS 4970 Internship Proposal Responses

Student Name: Judy Bloom

Panther ID: 000000000

Class: Senior

GSU Student Email: jbloom49@student.gsu.edu

Internship Outline and Objectives

Please provide company background:

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.

What business problem will you address and/or resolve?

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.

Please provide internship position information:

The DSM will consist of a database in ACCESS, GUI and middleware in VB.NET, and an optimization model. The intern is required to help build the database, GUI and middleware to enable smooth use of the optimization model.

Educational Component

Objectives: What will you learn at the company?

1. Understand the IT enabled manufacture industry of paper-based consumer products and how a large manufacturer company operates to serve its customers
2. Gain field experience on how IT can impact the supply chain network in a national manufacturer company
3. Understand how the supply chain network operates for a large multi-product organization
4. Learn how cost, quantity of goods sold and regions can affect the profit and how IT can help optimize it
5. Understand how the business improvement process and decision support model works in a large organization
6. Practice the knowledge of system analysis and architecture design of the prototype
7. Gain hands on experience with database, GUI design and VB.Net skills

8. Have opportunities to integrate optimization business model within the prototype and present the model to corporate executives

Please provide a list of specific tasks to achieve the objectives: (*tasks that will help you learn in this section*)

1. Understand ALC as a company and its business
2. Understand the role BIP department plays in ALC
3. Understand the business problem being addressed in this project
4. Understand the Decision Model being put together
5. Provide suggestions to improve the design and architecture of the prototype
6. Design data models for the prototype
7. Build required queries
8. Participate in design of GUI
9. Build GUI
10. Integrate optimization model within the prototype
11. Build reports
12. Present the prototype to ALC management as needed

Please provide specific milestones: (*when you'll perform/complete the tasks that will help you learn in this section*)

1. August 30, 2019 (*put in your date*)
 - a. Finish organization and industry orientation
 - b. Analyze the current supply chain system and associated problems
2. October 30, 2019 (*put in your date*)
 - a. Design the decision support model
 - b. Evaluate the tools for building the DSM
3. December 16, 2019 (*put in the last day of class for the semester or earlier*)
 - a. Deliver prototype

The image shows a web-based application form for CIS 4970 Undergraduate Student Internship. The form is titled "CIS 4970 : Undergraduate Student Internship Application" and is part of the "Department of Computer Information Systems" website. The form is divided into several sections: "Student Information" and "Internship Information". The "Student Information" section includes fields for First Name, Last Name, Gender, OSU Email Address, Personal Email Address, Phone, Classification, and ProgramTrack. The "Internship Information" section includes fields for Semester to receive credit, Company Name, Street, City, State, Zip code, Supervisor Name, Supervisor Email, Supervisor Phone, Supervisor Title, Position Type, Position, Start Date, and End Date. There are also checkboxes for "Is your position paid?" and "CPT Required".