



## ISQS 4382 – INTERNSHIP IN INFORMATION SYSTEMS AND QUANTITATIVE SCIENCES

### ISQS INTERNSHIP GUIDELINES

#### **PREREQUISITES:**

Student must have completed at least the ISQS IT Core with a minimum 2.75 GPA, and have approval to enroll in ISQS 4382 prior to internship employment.

#### **INTERNSHIP REQUIREMENTS:**

Internship must meet all of the following requirements:

1. Internship must be a paid.<sup>1</sup>
2. Internship must be full-time (40-hours per week), and for at least 8 weeks.<sup>2</sup>
3. Majority of internship duties and responsibilities must be directly related to IT/ IS.

#### **INTERNSHIP COURSE CREDIT GUIDELINES:**

The following guidelines apply to all ISQS internships for credit:

1. Credit will only be awarded in the semester in which the internship is undertaken.
2. Credit cannot be awarded for internships undertaken in the final semester before graduation.
3. Credit will be awarded upon successful completion of the internship and after course requirements are completed. Course requirements are listed in the ISQS 4382 syllabus (see Appendix A) .
4. The *ISQS Internship Enrollment Agreement Form* must be completed (including all signatures and attachments) and submitted at least two weeks before the semester begins in which the internship is undertaken.
5. Credit will only be awarded to students who have registered and paid required tuition and fees for ISQS 4382, in accordance with University policies and procedures. The RCOBA Undergraduate Services Center (USC) will help with the course registration process.

#### **INTERNSHIP COURSE ENROLLMENT INSTRUCTIONS:**

1. Ensure that you meet all prerequisites (stated above).
2. Work with the RCOBA Career Management Center (CMC) to find and apply for an internship that meets the internship requirements (stated above). Do not leave this until the last minute.
3. Fill out and submit the *ISQS Internship Enrollment Agreement* (including all signatures and attachments) at least two weeks before the semester begins in which the internship is undertaken. The form is to be submitted (via email) to the ISQS 4382 supervising instructor, Dr. Ben Mitchell ([benjamin.mitchell@ttu.edu](mailto:benjamin.mitchell@ttu.edu)).
4. Once your request for enrollment in ISQS 4382 has been approved and you have been notified as such, work with the RCOBA Undergraduate Services Center (USC) to register for the course.

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<sup>1</sup> If the internship is not paid, the student needs to request an exception to the policy of awarding credit for paid internships only. Exception must be approved by the supervising instructor before the internship begins.

<sup>2</sup> Exceptions must be approved by the supervising instructor before the internship begins.



**ISQS 4382 – INTERNSHIP IN INFORMATION SYSTEMS AND QUANTITATIVE SCIENCES**

ISQS INTERNSHIP ENROLLMENT AGREEMENT

**STUDENT INFORMATION:**

NAME: \_\_\_\_\_ R#: \_\_\_\_\_

LUBBOCK ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ISQS CONCENTRATION:  Business Analysis  Telecommunications/ Networking  Web Application Design

ANTICIPATED GRADUATION DATE: \_\_\_\_\_

**INTERNSHIP INFORMATION:\***

COMPANY: \_\_\_\_\_ LOCATION: \_\_\_\_\_

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_ HOURS PER WEEK: \_\_\_\_\_

COMPANY INTERNSHIP SPONSOR NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**\* PLEASE ATTACH PROOF OF INTERNSHIP, INCLUDING: (1) AN OFFER LETTER, AND (2) DETAILED DESCRIPTION OF DUTIES AND RESPONSIBILITIES, SIGNED BY YOUR EMPLOYER/ INTERNSHIP SPONSOR (SEE ATTACHMENT A).**

**By signing this enrollment agreement, You (the Student) indicate that:**

- 1. You meet all *prerequisites* for ISQS 4382, as outlined in the ISQS Internship Guidelines.**
- 2. Your internship meets all *requirements* for ISQS 4382, as outlined in the ISQS Internship Guidelines.**
- 3. You acknowledge that you understand the *internship course credit guidelines*, as outlined in the ISQS Internship Guidelines.**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVAL SIGNATURES:**

The above-named student meets all requirements and is permitted to enroll in ISQS 4382:

SECTION: \_\_\_\_\_ SEMESTER: \_\_\_\_\_ YEAR: \_\_\_\_\_

Supervising Instructor: \_\_\_\_\_ Date: \_\_\_\_\_



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**ATTACHMENT A – INTERN DUTIES AND RESPONSIBILITIES FORM**

INTERN NAME: \_\_\_\_\_

COMPANY INTERNSHIP SPONSOR NAME: \_\_\_\_\_

Thank you for allowing our student(s) the opportunity to intern with your company, and for your support for the Area of Information Systems and Quantitative Science (ISQS) in the Rawls College of Business at Texas Tech University.

To help us better understand the kinds of work our students will engage in as interns, so that we can more fully help them and future students to succeed in internships (and ultimately, full-time employment), will you briefly answer the following questions about the specific duties and responsibilities the above-named student will engage in as an intern with your company? Thank you!

1. In a few words, describe the work the intern will perform during the internship.

2. What duties and responsibilities will the intern have?

3. Describe a typical work day/ week for the intern.

4. How would you determine if an internship has been successful?

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**ISQS 4382 – INTERNSHIP IN INFORMATION SYSTEMS AND QUANTITATIVE SCIENCES**

APPENDIX A – ISQS 4382 GENERAL SYLLABUS

Instructor:	<b>Benjamin (Ben) Mitchell, MISM, Ph.D.</b>
Office Hours:	RCOBA E328 Depends on Semester, and by appointment
Email:	<a href="mailto:benjamin.mitchell@ttu.edu">benjamin.mitchell@ttu.edu</a>
Office Phone:	806-834-2958

**I. Course Description & Objectives**

This course provides students with the opportunity to apply the concepts, principles, and techniques learned in the classroom to gain real world experience in the Information Systems/ Information Technology (IS/IT) field.

**II. Course Student Learning Outcomes**

Student will gain valuable IS/IT job experience.

Student will extend IS/IT-related problem-solving skills.

Student will be better-enabled to effectively communication in written form.

**III. Prerequisites**

Student must have completed at least the ISQS IT Core with a minimum 2.75 GPA, and have approval to enroll prior to employment.

**IV. Course Requirements**

As you near the end of your internship or once it has concluded, write a 8 page paper that includes the following:

- a. Briefly describe your job as stated when you were hired.
- b. Briefly describe your job as you really did it. How did your duties and responsibilities change from *a.* above (if at all)?
- c. Describe how well the ISQS curriculum did in preparing you for your internship. Be specific about the places that the curriculum did a good job and those where course topics or learned skills were lacking.
- d. List any references you used in your internship that helped you gain the skills which the ISQS curriculum may not have provided (those you listed in *c.* above).
- e. Describe an IS/IT-related problem or challenge you addressed in your internship. How did you go about addressing the matter? What did you learn from this experience?
- f. Describe:
  - Something interesting about your internship.
  - Something that surprised you in your internship.
  - Something you liked/ enjoyed about your internship
  - Something you disliked/ did not enjoy about your internship.
- g. What one piece of advice would you give to future ISQS interns?

The paper is due 4 weeks after you conclude your internship (i.e., 4 weeks after the End Date listed in your ISQS Internship Enrollment Agreement). Please email the supervising instructor your paper submission on or before the deadline. If your paper is submitted before the submission deadline,

but the submission occurs after the last class day of the semester you are enrolled, you will receive a PR (in Progress) until your submission is received and graded.

The paper formatting guidelines are as follow: 12-point Times New Roman font, Double-spaced, 1-inch margins. Please include a cover sheet with your paper submission.

For help in writing your paper, please visit the Georgie G. Snyder Center for Business Communication located in Room 139 of the Rawls College of Business. Appointments can be scheduled online at: <https://www.depts.ttu.edu/rawlsbusiness/about/snyder/>.

## V. Grading Policy

This course is graded as pass/ fail. You will pass the course if:

1. You successfully complete your internship. Successful completion includes (but is not limited to) finishing the full internship (as spelled out in the ISQS Internship Enrollment Agreement) and representing well the ISQS area, the Rawls College of Business, and Texas Tech University; and
2. Your paper submissions includes all of the requirements listed above, is written clearly and concisely, and contains no or minimal grammatical/ spelling errors.

If you do not successfully complete your internship (as defined above), you will receive a failing grade in the course.

If your paper only includes some of the requirements listed above, is not clear and concise, and/ or contains grammatical/ spelling errors, you may be asked to revise your paper and resubmit it to the supervising instructor (via email). If you are asked to revise and resubmit your paper, you will have two weeks to do so. If after two weeks you have not resubmitted your paper, or your resubmitted paper does not show marked improvement in areas it may be deficient, you will receive a failing grade for the course. You will also receive a failing grade for not submitting the paper.

## VI. Academic Policies

### *Academic Integrity / Dishonesty*

As stated in the TTU Catalog: "It is the aim of the faculty of Texas Tech University to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own any work that they have not honestly performed is regarded by the faculty and administration as a serious offense and renders the offenders liable to serious consequences, possibly suspension." See [Operating Procedure \(OP\) 34.12](#).

### *Accommodations for Students with Disabilities*

Any student who, because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as soon as possible to make any necessary arrangements. Students should present appropriate verification from Student Disability Services during the instructor's office hours. Please note: instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided. For additional information, please contact Student Disability Services in West Hall or call 806-742-2405. See [OP 34.22](#).

### *Religious Holy Day Observance*

A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. See [OP 34.19](#).

### *Title IX Compliance*

Texas Tech University is dedicated to providing a safe and equitable learning environment for all students. Discrimination, sexual assault, and harassment are not tolerated by the university. You are encouraged to report any incidents to The Student Resolution Center: (806) 742-SAFE (7233). The

TTU Counseling Center (<http://www.depts.ttu.edu/scc/>) provides confidential support (806-742-3674); and the Voices of Hope Lubbock Rape Crisis Center has a 24-hour hotline: 806-763-RAPE (7273). For more information about support, reporting options, and other resources, please see: <http://www.depts.ttu.edu/titleix/students/>.

*Withdrawal Policy*

The requirements set by the university for withdrawal will be strictly followed. You should retain all documentation of courses you have dropped. See [OP 34.05](#).