Process Summary: Students are eligible to apply for internship credit (INFS 4420) after the following steps have been completed. Please note that you cannot apply for internship course credit after an internship has completed. All applications must be received no later than one week prior to the start of the semester that most closely aligns with the dates of the internship. Not all internship applications are approved. The internship opportunity must provide an adequate experience in the field of information systems. Activities of a job already held by a student will not be approved or counted for internship credit. As with any degree requirement, students must register and pay for the 3-hour internship course, INFS 4420.

1. Obtain an internship in the field of information systems that provides an adequate and appropriate learning experience.
2. Complete the attached application form. Please note that employers are required to sign this document.
3. Submit the completed application form along with a detailed description of the internship opportunity to the internship coordinator. The description should include an outline of specific objectives and project information from the employer and a timeline for completion of internship duties.
4. Work with the internship coordinator to review course expectations and to determine a reporting schedule. Please note that INFS 4420 is a graded course, so you are expected to meet the requirements outlined by the coordinator.
5. Once the application has been received with all supporting information, the internship coordinator will determine if anything additional is required. The application and supporting documentation will then be submitted to the CIS department chair to be approved or denied. The internship coordinator does not approve or deny internships.
6. If you receive a decision to approve the internship for course credit by the department chair, a course will be created for which you must register.
Please print

I, ____________________________, fully understand the terms and conditions under which I will register for this course and agree to abide by the guidelines set forth by the internship coordinator and the supervising employer in the completion of this internship.

I agree to complete this course during the ________semester, session_______ (summer only).

______________________________________________________________________________

Student Signature  Date

______________________________________________________________________________

Internship Coordinator  Date

To be completed by the student

Please return this form with original signatures to: Internship Coordinator, Department of Computer Information Systems, MTSU, Box 45, Business and Aerospace Building N333A.

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<th>Supervising Employee (Please Print)</th>
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OFFICIAL USE ONLY

Date submitted: __________________

Pod issued by: ___________________  Copy: Student
Supervising Employee/Employer
Student File
Internship Coordinator