



# Internship Packet

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## **IST 295B or IST 495 - Internship Requirements**

[www.ds.psu.edu/ist](http://www.ds.psu.edu/ist)

- Internship link

An IST associate degree student must earn 1 credit (150 internship hours) of IST 295 A or B. An IST Baccalaureate degree student must earn 1 credit (300 internship hours) of IST 495.

Steps to follow to complete the internship requirements:

### **Part I: Internship Information (15% of the Grade)**

1. Develop a résumé.
2. **Attend a Penn State DuBois IST Internship Information Session.** You may not begin your internship until you have attended an information session.
3. Contact Jason Long, Penn State DuBois Internship Coordinator and faculty adviser for Penn State DuBois IST internships.
4. Submit an abbreviated (one or two paragraphs) description of your internship to your faculty internship adviser. The description must include your name, IST option and the name of the company in which you will be interning.
5. After receiving confirmation that your internship has been approved, submit your internship proposal packet to your faculty internship adviser. This packet includes a Student Agreement Form and an Internship Information Sheet. The Internship Work Period Registration Form must be signed by your supervisor and submitted by the end of the second week of employment.
6. Throughout your internship keep a daily hour's log. You should also plan to keep a journal to assist with your reports and presentation.
7. The submission of this section should be in PDF format and submitted in the appropriate drop box in Angel. Once this section has been submitted, contact the Internship coordinator.

### **Part II: Monthly Records/Daily Journal (Part of Mid-Internship and End of Internship Reports)**

1. At the end of each month, you are required to complete an internship hour accumulation record form. Your internship work supervisor will need to sign this form. The forms will be submitted either in the Mid-Internship report or the End-Internship report.
2. You are required to complete a daily journal of the duties you perform. The journals will be submitted either in the Mid-Internship report or the End-Internship report.

### **Part III: Mid-Internship Report (30% of the Grade)**

1. Mid-internship (upon completion of 75th or 150th hour of internship experience)
2. Mid-Internship Report consist of the following
  - o Report
  - o The Mid-Point Employer Evaluation of Student and Student Evaluation
  - o Copies of the internship hours accumulation records
  - o Copies of the daily journals

- The submission of this section should be in PDF format and submitted in the appropriate drop box in Angel. Once this section has been submitted, contact the Internship coordinator.

**Part IV: End-Internship Report (55% of the Grade)**

- At the end of your internship (upon completion of 150th or 300th hour of internship experience) or at the end of the semester:
- End-Internship Report consist of the following
  - Report
  - FINAL EVALUATION – Employer’s Evaluation of Student
  - FINAL EVALUATION -- Student’s Evaluation of Employer and Internship Program
  - Copies of the internship hours accumulation records
  - Copies of the daily journals
- The submission of this section should be in PDF format and submitted in the appropriate drop box in Angel. Once this section has been submitted, contact the Internship coordinator.

<b>Grade Breakdown</b>	<b>Grade %</b>
<b>Part I</b>	<b>15%</b>
Develop a resume.	
Attend IST Internship information session.	
Description of proposed internship.	
Student agreement form.	
Consent to Release Records Form	
Internship work period registration form	
Internship information sheet.	
<b>Part II</b>	
Monthly Records/Daily Journal	
<b>Part III</b>	<b>30%</b>
Mid-Internship Report	60%
The Mid-Point Employer Evaluation of Student and Student Evaluation	10%
Copies of the internship hours accumulation records	10%
Copies of the daily journals	20%
<b>Part IV</b>	<b>55%</b>
End-Internship Report	60%
FINAL EVALUATION – Employer’s Evaluation of Student	10%
FINAL EVALUATION -- Student’s Evaluation of Employer and Internship Program	10%
Copies of the internship hours accumulation records	5%
Copies of the daily journals	15%
	<b>100%</b>
<b>Grand Total</b>	<b>100%</b>

# IST 295B

# INTERNSHIP CHECKLIST

Complete	Task	Date Completed
<b>Part I</b>	(before end of 2nd week of employment)	
	Develop a resume.	_____
	Attend IST Internship information session.	_____
	Description of proposed internship.	_____
	Student agreement form.	_____
	Consent to Release Records Form	_____
	Internship work period registration form	_____
	Internship information sheet.	_____
<b>Part II</b>		
	Monthly Records/Daily Journal	_____
<b>Part III</b>		
	Mid-Internship Report	
<b>Part IV</b>		
	End-Internship Report	_____

**College of Information Sciences and Technology**  
**DESCRIPTION OF PROPOSED INTERNSHIP REQUEST FORM**

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

IST Option: \_\_\_\_\_

**Directions:**

Below summarize your proposed internship:

Description of proposed internship (Include the following 3 items)

1. Name and description of the organization you are proposing to intern.
  2. List of the duties.
  3. Who at the organization will be supervising the internship.
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## College of Information Sciences and Technology (IST) Internship Program

### Student Agreement Form

The Penn State IST Internship Program is an academic program offered by the College of Information Sciences and Technology. As such, I agree to abide by the standards established by the College of Information Sciences and Technology and the IST Internship Program. I agree to comply with the following student obligations:

1. I will read the IST Internship Student Handbook and seek clarification of anything I do not understand.
2. I will meet with an academic advisor and develop an internship schedule that best suits my academic and personal needs.
3. I will attend all mandatory workshops, information sessions and seminars, and complete all required forms.
4. I will conduct myself in a professional manner in all correspondence with prospective employers and members of the IST Internship office.
5. I agree to carefully consider all offers before accepting any IST Internship position. Once I have accepted an offer, I am obligated to honor my agreement and notify the IST Internship office immediately. **Acceptance can be in verbal or written form.**
6. **I will register for IST Internship credits EACH and EVERY semester that I continue working for the Internship employer. This includes all positions that I have been referred to by the internship office or any self-placement I elected to make an Internship position. Once a self-placement is turned into an internship position it will continue as such until my internship requirement is met.**
7. I will inform the Internship Coordinator of my current address and phone number while participating in the IST Internship Program.
8. I will maintain an active e-mail account while at my internship.
9. I will complete and submit the required copies of my Work Period Registration Form, work term report, and evaluation forms by the established due dates.
10. I will immediately inform and discuss any changes in my internship status with the Internship Coordinator..
11. **If I am an International student, I will meet/talk with a representative of the International Student Office** to discuss employment/education requirements, located in 106 Hiller Building.
12. **If I plan to graduate the semester I am on assignment, I MUST** turn in all required reports and evaluations by the deadline established by the College of Information Sciences and Technology. **Failure to meet this obligation will result in my failure to graduate on time.**

I UNDERSTAND THAT FAILURE TO MEET THESE GUIDELINES MAY RESULT IN PROGRAM EXPULSION OR AN ACADEMIC HOLD BEING PLACED ON MY PENN STATE STUDENT ACCOUNT.

Name (print) : \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**College of Information Sciences and Technology**  
**CONSENT TO RELEASE RECORDS FORM**

By completing and submitting this form, I understand that I am granting my permission to release my information to individuals deemed appropriate by The Pennsylvania State University DuBois Campus IST Internship Office. I further understand that no further written release is required for the distribution of this information.

I understand that Web Registration Data on gender, veteran status, disability, and ethnicity (race) is voluntary. If submitted through the Career management Web System, the IST Internship Office will not release this information. I understand that leaving these fields blank will not affect my registration in the IST Internship Program.

By completing this Web Registration and submitting my resume through IST Internship Office Career Management Web System, I hereby authorize the IST Internship Office to release, to all prospective authorized employers, the records maintained by the office concerning me.

Such records may contain the following:

- My personal resume.
- A copy of my transcript.
- Letters of recommendation that I may have submitted.
- Other documents relating to prospective employment.

The information I have provided to the IST Internship Office is correct and true to the best of my knowledge. If the information I have provided is incorrect, I hereby authorize the IST Internship Office to release, to all prospective authorized employers, any records or information to correct the information I provided.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Student ID: \_\_\_\_\_



**Penn State DuBois Internship Work Period Registration Form**

Pleas complete and return this form by the end of the second work week of each internship semester.

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Internship Employer/Address:

Student's Address while Interning:

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Work Phone #:	
Work e-mail:	
Hourly Wage:	

Evening Phone #:	
Student e-mail:	

**Student Internship Supervisor's Information**

Name:	
Address:	
Phone #:	

Student Internship  
Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Penn State Information Sciences and Technology (IST) Program**

**Internship Information Sheet**

Information about your upcoming internship assignment(s)

**Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

\_\_\_\_\_

**Permanent Phone:** \_\_\_\_\_

**Class:** 1st Year      2nd Year      3rd Year      4th Year      **Gender:**      Male      Female

**Ethnicity:** African-American    Asian/Pacific    Hispanic    White    Native American / Alaska Native    Other

**Veteran:**    Yes    No      **US Citizen:**    Yes    No      **Permanent Resident:**    Yes    No

**Date of Birth:** \_\_\_\_\_ **Expected Graduation Date:** \_\_\_\_\_

**Major:** \_\_\_\_\_ **Cumulative GPA:** \_\_\_\_\_

**Total credits at the end of this semester:** \_\_\_\_\_

**Internship Work Schedule:**

Top row of table to be filled in with the semester (SP, SU, FA) and year, starting with THIS semester. Bottom row to be filled in with the words *Work, School, Both, or Graduation* to indicate your plans for each of the coming semesters.

Sem: Year:	Sem: Year:	Sem: Year:	Sem: Year:	Sem: Year:	Sem: Year:	Sem: Year:	Sem: Year:	Sem: Year:	Sem: Year:

**Internship Employer:** \_\_\_\_\_ **Company Location / Division:** \_\_\_\_\_

**Internship Supervisor:** \_\_\_\_\_ **Title / Department:** \_\_\_\_\_

**Semester(s) Employed (Circle one):** Summer    Summer and Fall    Fall    Spring    Spring and Summer

**Salary:** \_\_\_\_\_ per Hour    Week    Month (Circle one)

**\*IST Internship Course:** \_\_\_IST 295B    \_\_\_IST 495

**\*\*Credits:** \_\_\_\_\_Credits

**Today's Date:** \_\_\_\_\_

**Student's living address while on internship:** \_\_\_\_\_

\_\_\_\_\_

**Student's living address phone number:** \_\_\_\_\_

**Do you need your Dorm Contract canceled?** \_\_\_Yes \_\_\_No For which semester? \_\_\_\_\_

\* IST 295B or IST 495 is for your internship assignment if you are working towards an associates degree. You MUST register for one of these courses EACH and EVERY semester you are completing an internship, including summer (if applicable).

\*\* The number of credits you take is based on your degree requirements. The MINIMUM number you must take EACH SEMESTER is one credit.

**Optional:** The IST Internship office may release my name, phone number or e-mail address to other students who will be on internship assignment in the same location as me.

Signed \_\_\_\_\_ Date: \_\_\_\_\_



## Mid-Internship Report (Student Report)

**Submit the following documents. Your documents must be professional-quality (computer printed).**

- Title page containing the title of your project, your name, email address, course title (IST 295B or IST 495), and submission date
- Written document (report) summarizing/describing (in depth/detail) your internship experience to date and relating your academic course work to your internship experience. The report must address the following topics:
  1. Description of the environment in which the internship is taking place. In most cases this will be description of the company for which you work.
    - a. Company Name and Address
    - b. URL if applicable
  2. Description of your practical assignment(s).
    - a. What are your major responsibilities and duties?
    - b. What special projects or assignments have you been given, if any?
    - c. Have you made a formal presentation or report? If so, what was the topic and to whom was it given?
    - d. What formal orientation or training sessions have you attended?
  3. Description of your accomplishments during the practical experience.
  4. Evaluation of the effectiveness of your internship.
    - a. How would you rate this work period?
    - b. What criticisms do you have of your work assignment, if any?
    - c. What are the most significant/valuable things you have learned in this internship assignment?
    - d. How has this internship helped you grow both personally and professionally?
    - e. In what way and how often has your work been reviewed with you?
  5. What would you say to new internship applicants considering this employer?
  6. What changes in your academic or career plans have resulted from this work experience, if any?
  7. What would you have done differently if you could go back before the start of the internship?
- Appendices
  1. The MID-POINT Employer Evaluation of Student and Student Evaluation
  2. Copies of the internship hours accumulation records
  3. Copies of the daily journals

**Penn State Information Sciences & Technology Internship Program  
MID-POINT Employer Evaluation of Student and Student Evaluation**

*It is mandatory to fill out and submit this form to the IST Internship Program.*

Student Name: \_\_\_\_\_ Option: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Circle one: IST 295B    IST 495                      Circle one:    Fall       Spring       Summer                      Year: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Employer Location: \_\_\_\_\_

**Section 1: To be completed by the student's supervisor and the student together**

In an effort to ensure that the student is receiving feedback from his/her employer throughout the internship assignment, we ask that the supervisor complete this section of the mid-point evaluation and review it with the student.

Rate the student's performance in the following skills using the numerical scale explained below:

**5 – Superior; 4 – Very Good; 3 – Good; 2 – Fair; 1 – Poor; NA – Not Applicable**

Understands and utilizes written and oral communication effectively	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>NA</b>
Ability to handle multiple priorities efficiently and effectively	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>NA</b>
Maintains a sense of responsibility for a task or project until completion	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>NA</b>
Analyzes appropriate information. Uses good judgment when developing and evaluating alternatives	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>NA</b>
Employed technical ability effectively	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>NA</b>
Can initiate and convey ideas and gain support from others	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>NA</b>
Worked independently without constant supervision	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>NA</b>
Adapted to change	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>NA</b>
Maintains commitment to expected productivity levels	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>NA</b>
Exhibited leadership	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>NA</b>
Overall performance	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>NA</b>

Please discuss the student's strengths and weaknesses with him/her in conjunction with this review.

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

=====

Section 2: To be completed by the student after the above evaluation has taken place. This section does not need to be reviewed with the supervisor.

What aspects of your internship are you most satisfied with?

What aspects of your internship are you least satisfied with?

Are you experiencing any problems than you would like an office representative to call you about immediately?    \_\_\_Yes    \_\_\_No  
Do you have any concerns that you would like an office representative to call you about immediately?    \_\_\_Yes    \_\_\_No

If yes, please provide the best time to call:    \_\_\_ Day    \_\_\_Evening    Phone # \_\_\_\_\_

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

**Penn State Information Sciences & Technology Internship Program**  
**FINAL EVALUATION – Employer’s Evaluation of Student/Penn State Preparation for the Internship**

*It is mandatory to fill out and submit this form to the IST Internship Program.*

Student Name: \_\_\_\_\_ Option: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Circle one: IST 295B    IST 495                      Circle one:    Fall        Spring        Summer                      Year: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Employer Location: \_\_\_\_\_

**Instructions:**

*Only the IST Internship Office and an IST faculty advisor will review these ratings. Feel free to elaborate on any items in the text boxes provided below.*

- 1) *The immediate supervisor should evaluate the student objectively. Please compare the student’s performance to that of other students of comparable academic levels and experience.*
- 2) *The student and his/her supervisor should review this form together and sign it below.*
- 3) *The student must return the original and one copy of this form to the IST Internship Office by the due date.*
- 4) *Please keep a photocopy for your own records.*

Rate the student’s performance in the following skills using the numerical scale explained below:

**5 – Superior; 4 – Very Good; 3 – Good; 2 – Fair; 1 – Poor; NA – Not Applicable**

Understands and utilizes written and oral communication effectively	5	4	3	2	1	NA
Ability to handle multiple priorities efficiently and effectively	5	4	3	2	1	NA
Maintains a sense of responsibility for a task or project until completion	5	4	3	2	1	NA
Analyzes appropriate information. Uses good judgment when developing and evaluating alternatives	5	4	3	2	1	NA
Employed technical ability effectively	5	4	3	2	1	NA
Can initiate and convey ideas and gain support from others	5	4	3	2	1	NA
Worked independently without constant supervision	5	4	3	2	1	NA
Adapted to change	5	4	3	2	1	NA
Maintains commitment to expected productivity levels	5	4	3	2	1	NA
Exhibited leadership	5	4	3	2	1	NA
Overall performance	5	4	3	2	1	NA

What are the student’s strongest assets?

What qualities and characteristics should the student strive to improve?

**Please complete the assessment questions on the reverse side**

In an effort to assess the student's **academic preparation** by Penn State for this internship, please provide an evaluation of the following competencies using this scale:

**SA – Strongly Agree; A – Agree; N – Neither Agree or Disagree; D – Disagree; SD – Strongly Disagree; NA – Not Applicable**

The student has demonstrated the:

1. Ability to apply knowledge of Information Sciences & Technology	<b>SA</b>	<b>A</b>	<b>N</b>	<b>D</b>	<b>SD</b>	<b>NA</b>
2. Ability to design a system, component, or process to meet desired needs	<b>SA</b>	<b>A</b>	<b>N</b>	<b>D</b>	<b>SD</b>	<b>NA</b>
3. Ability to function on multi-disciplinary teams	<b>SA</b>	<b>A</b>	<b>N</b>	<b>D</b>	<b>SD</b>	<b>NA</b>
4. Ability to understand professional and ethical responsibilities	<b>SA</b>	<b>A</b>	<b>N</b>	<b>D</b>	<b>SD</b>	<b>NA</b>
5. Ability to communicate effectively through:	<b>SA</b>	<b>A</b>	<b>N</b>	<b>D</b>	<b>SD</b>	<b>NA</b>
a. Interpersonal skills	<b>SA</b>	<b>A</b>	<b>N</b>	<b>D</b>	<b>SD</b>	<b>NA</b>
b. Formal presentations	<b>SA</b>	<b>A</b>	<b>N</b>	<b>D</b>	<b>SD</b>	<b>NA</b>
c. Technical writing	<b>SA</b>	<b>A</b>	<b>N</b>	<b>D</b>	<b>SD</b>	<b>NA</b>
6. Broad education necessary to understand the impact of Information Technology solutions in a global or societal context	<b>SA</b>	<b>A</b>	<b>N</b>	<b>D</b>	<b>SD</b>	<b>NA</b>
7. Recognition of the need for and ability to engage in life-long learning	<b>SA</b>	<b>A</b>	<b>N</b>	<b>D</b>	<b>SD</b>	<b>NA</b>
8. Knowledge of current or developing IT issues	<b>SA</b>	<b>A</b>	<b>N</b>	<b>D</b>	<b>SD</b>	<b>NA</b>

How is the student's academic program oriented to the particular needs of your organization?

What changes would you like to see implemented in the curriculum at Penn State?

Will the student be returning for an additional internship with this employer: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, circle the appropriate semester and indicate the year: Fall    Spring    Summer    Year \_\_\_\_\_

If no, what is the reason the student will not be returning?

\_\_\_\_\_ Graduating. Semester/year of graduation \_\_\_\_\_

\_\_\_\_\_ Internship agreement has ended and student will be seeking an assignment at another company

\_\_\_\_\_ Student may return, but at this point the employer has not made a firm offer.

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Penn State Information Sciences & Technology Internship Program**  
**FINAL EVALUATION - Student's Evaluation of Employer and Internship Program**

It is mandatory to fill out and submit this form to the IST Internship Program.

Student Name: \_\_\_\_\_ Option: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Circle one: IST 295B    IST 495                      Circle one:    Fall       Spring       Summer                      Year: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Employer Location: \_\_\_\_\_

Instructions:

- 1) Only the IST Internship Office and an IST faculty advisor will review these ratings.
- 2) *Feel free to elaborate on any items in this survey. You may add extra sheets of paper to elaborate on points of discussion.*
- 3) *Indicate your response by using the following scale:*

**SA – Strongly Agree; A – Agree; N – Neither Agree or Disagree; D – Disagree; SD – Strongly Disagree; NA – Not Applicable**

***Evaluate the IST Internship Program:***

Informed me of workshops and other activities such as job fairs	SA	A	N	D	SD	NA
Provided sufficient preparation for me to begin a job search	SA	A	N	D	SD	NA
The job search database was easy to use	SA	A	N	D	SD	NA
Provided a sufficient amount of opportunities for me to find a job	SA	A	N	D	SD	NA
Supported my needs while interning	SA	A	N	D	SD	NA

***Evaluate the Employer/Internship:***

My employer provided an educationally meaningful experience	SA	A	N	D	SD	NA
My employer provided challenging work assignments	SA	A	N	D	SD	NA
My employer provided an adequate number of assignments	SA	A	N	D	SD	NA
Fellow workers were friendly and cooperative	SA	A	N	D	SD	NA
Supervisory staff was reasonable, sincere, and fair	SA	A	N	D	SD	NA
It was easy to adjust to the corporate culture	SA	A	N	D	SD	NA
The internship afforded me the opportunity to gain insight into my major	SA	A	N	D	SD	NA
The internship afforded me the opportunity to utilize/apply my coursework	SA	A	N	D	SD	NA

Suggestions for improvement of the internship program at your employer:

Suggestions for improvement of the internship program at Penn State:

Other General Comments:

Are you returning for an additional internship with this employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, circle the appropriate semester and indicate the year:    Fall    Spring    Summer    Year: \_\_\_\_\_

If no, what is the reason you will not be returning?

- \_\_\_\_\_ Graduating. Semester/year of graduation \_\_\_\_\_.
- \_\_\_\_\_ Internship agreement has ended and I will be seeking an assignment at another company.
- \_\_\_\_\_ I may return, but at this point the employer has not made a firm offer.



**Please complete assessment questions on the reverse side**

In an effort to assess your academic preparation by Penn State and by your employer over the course of the internship, please provide evaluation of the following competencies using this scale:

**SA – Strongly Agree; A – Agree; N – Neither Agree or Disagree; D – Disagree; SD – Strongly Disagree; NA – Not Applicable**

<b>Academic Preparation</b>	<b>By Penn State</b>						<b>By your Employer</b>					
1. Ability to apply knowledge of Information Sciences & Technology	SA	A	N	D	SD	NA	SA	A	N	D	SD	NA
2. Ability to design a system, component, or process to meet desired needs	SA	A	N	D	SD	NA	SA	A	N	D	SD	NA
3. Ability to function on multi-disciplinary teams	SA	A	N	D	SD	NA	SA	A	N	D	SD	NA
4. Ability to understand professional and ethical Responsibilities	SA	A	N	D	SD	NA	SA	A	N	D	SD	NA
5. Ability to communicate effectively through:	SA	A	N	D	SD	NA	SA	A	N	D	SD	NA
a. Interpersonal skills	SA	A	N	D	SD	NA	SA	A	N	D	SD	NA
b. Formal presentations	SA	A	N	D	SD	NA	SA	A	N	D	SD	NA
c. Technical writing	SA	A	N	D	SD	NA	SA	A	N	D	SD	NA
6. Broad education necessary to understand the impact of Information Technology solutions in a global or societal context	SA	A	N	D	SD	NA	SA	A	N	D	SD	NA
7. Recognition of the need for and ability to engage in life-long learning	SA	A	N	D	SD	NA	SA	A	N	D	SD	NA
8. Knowledge of current or developing IT issues	SA	A	N	D	SD	NA	SA	A	N	D	SD	NA

How has your academic program oriented you to the particular needs of your employer?

What changes would you like to see implemented in the curriculum to better prepare future students for your employer?

How has your internship oriented you to your overall IST education?

What changes would you like to see implemented by your employer to better prepare future students for their IST education?

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

## End-Internship Report Requirements

### Submission Information and Due Dates

**Two copies of the report**, along **with two copies** of the evaluation forms are due by 5:00 PM on the Wednesday of final's week each semester you are completing an Internship. The reports and evaluations must be submitted via Angel in the appropriate drop box in PDF format.

Jason Long, IST Internship Coordinator  
Penn State DuBois  
102J DEF Building  
College Place  
DuBois, PA 15801

\* ***Commonwealth College reports must be sent to your respective campus IST Champion.*** All reports within one week late will be reduced one letter grade, reports between one and two weeks late will be reduced two letter grades, reports received after two weeks will be an automatic failure.

### ***Report Format and Length***

The report must be typed (double-spaced), using your best grammar. You must have a cover page in an identical format to the example provided below, which includes a signature line that must be signed by your supervisor to signify that the report does not contain company proprietary information. You must include an abstract as the first page of your report. An abstract is not an introduction; it is a brief (50-70 words) summary of your report.

### ***Course Grade and Credits***

Your internship advisor in your major will assign a letter grade based on your report and your employer evaluations. Your graded reports can be picked up from your department.

Reports per the following guidelines must be submitted each and every semester that you are completing internship experiences. If you would prefer to do a project different than the basic report (a plant tour, a presentation, etc.), project proposals will be considered by the intern advisor in your major.

**Cover Page:** The following information must be provided in the top left-hand corner:

Name

Option (AS) (BS) (BA)

IST 295B or IST 495

Internship Semester and Year

Employer and Employer Location

“I will be returning to campus:” Semester you will return

“My on-campus address will be:” On-campus address

Centered on the page should be the report title in big bold letters.

Below this title should be the following statement and location for your supervisors signature:

*I have read this co-op report and agree that it contains no proprietary information and it may be submitted to the Information Sciences and Technology Program at Penn State.*

Supervisor Signature: \_\_\_\_\_

Supervisor Title: \_\_\_\_\_

## **IST Internship Report Content**

In your report, you should talk about the company where you worked, the actual work you did as an intern, and your overall impressions about your experience as an intern.

### **The company at which you worked:**

1. Describe the company or corporation at which you worked. (If your division is part of a large parent corporation, describe the parent corporation here.) What are its name and the location of its headquarters? How many employees does it have (worldwide)? How large are the U.S. and the world markets (annual sales volume in dollars)?
2. If your division is part of a large parent corporation, describe the division in which you worked. Where is it located? How does the division fit into the parent corporation, with respect to products and market? How large is your division compared to the parent corporation (number of employees)?
3. What is/are the major product(s) of the division or company in which you worked? What is the intended use of this product? Who are the major competitors (U.S. and worldwide) for the products made by your division or company?
4. In which department or unit did you work? What is the primary responsibility of the department? How large (number of employees) is your department?
5. How well did the company assist you in adjusting to your job? Did they help you find housing? Did they provide an orientation? Were your duties and their expectations clearly explained?

### **Your internship work assignment:**

1. Describe a typical day at your internship assignment. What kind of work did you do?
2. Describe the project(or projects) on which you worked. How much supervisory help did you get? Were fellow workers helpful in answering your questions? To what degree were you expected to answer your own questions?
3. Did you use any skills learned in your PSU courses? Did you feel that you were lacking particular technical abilities necessary for your assignment? If so, in what course(s) would you expect to learn these skills?

### **Your overall internship experience:**

1. Has this assignment motivated you to remain in the IST Internship program?
2. What advice would you give to a student who is ready to start his/her internship assignment?
3. How could the IST Internship program be improved (both at Penn State and at the company)?
4. What would you say to new internship applicants considering this employer?
5. What changes in your academic or career plans have resulted from this work experience, if any?
6. What would you have done differently if you could go back before the start of the internship?

### **Appendices**

1. FINAL EVALUATION – Employer’s Evaluation of Student
2. FINAL EVALUATION – Student’s Evaluation of Employer and Internship
3. Copies of internship hours accumulation records
4. Copies of the daily journal