

**Internship Placement Application INFOST 495**

Date: \_\_\_\_\_ Semester: \_\_\_\_\_

**Deadline:** Please return to Julie Walker (walkerjs@uwm.edu), SOIS Career Services Advisor, at least two weeks prior to the beginning of the semester.

<b>Student Information:</b>	
Name:	Campus ID:
Email:	# of INFOST credits completed:
Number of credits/hours requested: <input type="checkbox"/> 50 hours = 1 credit <input type="checkbox"/> 100 hours = 2 credits <input type="checkbox"/> 150 hours = 3 credits	Semester Enrollment: <input type="checkbox"/> Onsite (Tuition plateau 12-18 credits) <input type="checkbox"/> Online (\$392 per credit) <input type="checkbox"/> Blended (Contact your Advisor)

<b>SOIS Internship Faculty Advisor:</b>	
Name:	Email:
Signature and Date (or email to Julie for approval):	Phone:

<b>Internship Site Information:</b>	
Internship Supervisor Name:	Title:
Email:	Phone:
Address:	Start Date:

Brief summary of internship projects, expectations, outcomes, etc.:



## **Internship Experience Guidelines: INFOST 495**

The Internship course is designed to provide Information Science and Technology (IST) students with practical experience. Internships offer an opportunity to test theory in practice and apply IT and interpersonal skills in a professional setting. Internships can help bridge the gap between the classroom and professional employment.

### **Directions**

IST students are responsible for securing an internship placement. SOIS does not place students in internships. SOIS Career Services Advisor Julie Walker can help IST students connect with different businesses in the area. IST students interested in nonprof-IT must first apply online. See <http://uwm.edu/nonprofit> for application criteria and due dates.

### **Type of Work**

Internship experiences should be directly related to theory and practice discussed in the IST curriculum. IST students should be permitted to observe and participate in a wide variety of IT activities when possible. If the internship is completed at an IST student's place of employment the internship hours ideally will be focused on tasks outside of the IST student's day-to-day job responsibilities. This may include completion of a separate project or working in a different department during internship hours.

### **Internship Criteria**

Internship sites must provide at least 150 hours of applicable information technology work over the selected term (Spring, Summer, or Fall) for 3 credits of internship. The Site Supervisor must approve this.

IST students need to ask a School of Information Studies Faculty Advisor to sponsor the internship for credit. The Faculty Advisor will oversee the internship experience from an academic standpoint. For suggestions, see the list of Faculty Advisors listed in the UWM Schedule of Classes (<http://schedule.uwm.edu>). Students in nonprof-IT are assigned a Faculty Advisor.

### **Completion of Internship Placement Application**

Once a Site Supervisor and Faculty Advisor are secured, IST students will fill out the application form. IST students should return the completed form to Julie Walker, [walkerjs@uwm.edu](mailto:walkerjs@uwm.edu). Please return the form no later than two weeks prior to the beginning of the semester.

### **Semester Enrollment**

IST students who enroll as onsite students pay standard UWM tuition based on their credit load and residency status. IST students who enroll as online students pay \$392 per INFOST 495 credit. See an advisor to discuss your options.

### **Registering for INFOST 495**

Once the Application has been received Julie will set up permissions in PAWS for the student to enroll and will confirm this via email. Students are responsible for enrolling for INFOST 495 in PAWS.

### **Questions? Contact us:**

Julie Walker | Career Services Advisor | [walkerjs@uwm.edu](mailto:walkerjs@uwm.edu)

Angie Sadowsky | Senior Academic Advisor | [asadowsk@uwm.edu](mailto:asadowsk@uwm.edu)

Brian Williams | Senior Academic Advisor | [briancw2@uwm.edu](mailto:briancw2@uwm.edu)