PURPOSE: The internship course is designed to provide Information Science and Technology (IST) students with practical experience. In the bachelor’s program it is normally taken as a culminating educational activity prior to beginning a professional position. The student must complete 24 credits in the IST major prior to beginning the internship. Internships offer the student an opportunity to test theory in practice, work with people in everyday situations, relate materials to experience, and to help bridge the gap between the classroom and the job.

Structure of the Internship Experience

DIRECTION: A single placement involves 150 hours of student time and counts for three credits in the IST major. (Hours required for training are excluded from the 150 hours). Hours are to be arranged between the student and the internship supervisor.

SCHEDULING: The convenience of both the student and the internship supervisor should be considered in setting work hours. In general, a student should not be scheduled to work during a time in which no professional supervisor is present. This means that the student must negotiate with the internship supervisor to find a mutually acceptable schedule. Any violation of the agreed upon schedule should be reported to the student’s fieldwork faculty advisor.

TYPE OF WORK: During the internship experience the student should be permitted to observe and participate in a wide variety of professional job activities. In no case should the student be used as a substitute for the employment of a professional employee, a technical assistant, or an administrative assistant. The student's work should constitute a learning experience with as much breadth as possible in the limited time available; no student should be assigned merely to a single task during the entire period of the internship experience, nor should the student be given exclusively clerical work to do.

At the outset of the internship experience, the internship supervisor and the student should agree upon the nature of the assignment and the basic work schedule. Any violation of this agreement should be reported to the faculty advisor.

Responsibilities of the Student

1. Negotiate with the internship supervisor and faculty advisor to determine appropriate work assignments and a schedule. Carry out the work assignments as agreed and negotiate, if necessary, any changes in schedule or assignments with both the intern supervisor and the faculty advisor.

2. Keep the faculty advisor informed of the work experience.

3. Submit an Evaluation Report of 3-5 pages, which includes a factual and evaluative statement of each activity, time spent on each, and a general statement about the quality of the overall internship experience.

4. Secure an exit interview with the internship supervisor to discuss the job experience and the supervisor’s degree of satisfaction with the experience.

Responsibilities of the Faculty Advisor

1. Confer with the student prior to the onset of the internship experience to help the student understand what is expected and how the evaluation is to be conducted.
2. Visit the student at the internship site at least one time and confer with the internship supervisor.

3. Arrange for at least one three way conference to bring together the student, the internship supervisor, and the faculty advisor.

4. Confer with the student at the end of the experience to determine the overall success of the program. Evaluate the student and the materials he/she submits and assign a grade in INFOST 495, based upon the written evaluation sheets prepared by the internship supervisor, the student, and the faculty advisor.

Responsibilities of Internship Supervisor

1. Confer with the student to determine work schedule and type of work that will be completed.

2. Supervise the student during the work experience by either being present during the student’s work hours or by delegating another professional employee to supervise the student for a particular work period.

3. The supervisor should have regular conferences with the student to assess progress and to provide guidance in understanding the agency and his/her role in it. Share new developments in the field with the student. Invite the student to attend staff meetings as an observer.

4. Report to the faculty advisor any unresolved problems relating to the student’s work schedule or performance.

5. Evaluate the student’s work by filling out the Student Evaluation of Fieldwork form.

6. Report to the faculty advisor any suggestions for improvement of the program.

7. A student is interning at University Information Technology Services (UITS) must a Bachelor’s degree in Information Science and Technology or in a related field. The supervisor must be a full-time UITS staff member,

Responsibilities of the SOIS Office of Student Services

1. The SOIS Office of Student Services will be in charge of student placement and will obtain the following three documents:
   a) direct written (or alternatively, oral) consent for placement from the site supervisor;
   b) Master Agreement (a form dealing mainly with insurance liability);
   c) Program Memorandum (an agreement between SOIS and the site supervisor that the student will indeed be at the site, within the terms of the Master Agreement).

2. The SOIS Office of Student Services is responsible for informing the site supervisor of all policies and procedures involved in student placement.

3. The SOIS Office of Student Services will act on complaints of student’s misconduct, tardiness or other violation of ethical or professional standards.

4. The University of Wisconsin – Milwaukee School of Information Studies is an equal opportunity, affirmative action institution and does not discriminate on the basis of race, sex, color, creed, national origin, disability, or any other protected status recognized by Wisconsin or Federal Law. Further information regarding these policies may be directed to the campus Department of Human Resources Office.

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