An internship is an exciting part of your education that supplements your academic knowledge and promotes personal development and professional preparation. While on an internship, you can learn more about your chosen profession, meet new people and gain self-confidence. Having an internship will also aid your job search, as many companies use an internship to pre-screen prospective employees.

An information systems internship is a part-time or full-time work experience that lets you integrate your formal study in information systems with practical work experience. As an information systems intern, you will likely be well paid for your work (salary and benefits are determined by your employer), and you will receive three academic credits for your experience.

The Office of Career Services offers a large number of information systems internships to qualified business majors. Information systems internships are offered every semester and a combination of spring/summer and summer/fall. The number and types of internships available varies continually, so if you don’t see anything you like one day, just wait a week or two and check again.

Who can participate?

Every IS major admitted to the College of Business to whom an employer has offered an IS-related position, whether through the Office of Career Services or some other way, should talk with the IS Department internship director about getting academic credit for their work by enrolling in IS 420, Internship in Information Systems.

Generally, the IS faculty recommend that students complete courses such as these to be best prepared to benefit from an internship:

- IS 304 Business Software Engineering
- IS 310 System Analysis and Design
- IS 344 Database Management Systems
- IS 345 Data Communication Networks

Note - Contact Dr. Thomas Hilton, IS Department Chair and internship director, for more information. You may receive credit for IS 420, Internship in Information Systems, only once.
Before the Internship

Plan Ahead

» Most IS internships are completed in three to eight months. If you are interested in pursuing a full-time internship, you will need to schedule a summer (or other semester) for the experience. Parallel internships, which allow you to complete a lighter course load while participating in an internship, are also available.

» Plan your schedule so that you have at least one semester of academic work to complete after you have finished your internship.

» Usually, you should complete IS 304, IS 310, IS 344 and IS 345 prior to starting your internship.

Finding an Internship Site

» Career Services maintains a database of employers interested in hiring IS interns and also hosts Internship Mania, an annual event where students meet with employers to discuss internship possibilities.

» You also may locate an internship on your own. Once you have identified a specific company, you will need to develop a job description with the employer and submit it, along with information about the company, to the IS department. All internship work sites must be approved by the department chair in order for you to receive academic credit.

Set Goals for the Experience

» Develop clear and specific goals for your internship experience. Ask yourself, "What would I like to learn during my internship?" "Where would I like to work?" "How will I know if my internship succeeded?"

The Application Process

» Register on Blugold CareerLink so potential internship providers can find you there. Information on how to do this is available from Career Services.

The Interview

Before an Interview

» Try to anticipate the questions you might be asked during the interview.

» Look up all the information about the company that you can find.

» Find out how the interviewer expects you to dress.

After an Interview

» Send a letter thanking the employer for the interview.

» Check your answering machine and email regularly, and promptly follow up on any messages you receive.

You Got the Job-Congratulations!

» Your internship is finalized when an agreement is reached between you and your employer, and you have completed the "Request for Enrollment and Related Goals" form available from Career Services or the IS department.

» Register for IS 420, Internship in IS.

» Pay your tuition and course fee.
In addition to the work that you will perform for your employer, you will maintain a daily journal of your learning experience, which you will submit to the IS Department chair once you return to campus. You will also write a final report at the end of your internship that includes the following information:

- your reasons for selecting an internship
- the type of job activities performed while an intern, including a goal-by-goal self-appraisal of your performance
- the learning experience that took place
- suggestions on how IS courses could better have prepared you for your internship
- samples of work completed while on your internship

**The On-Site Visit**

The Information Systems Department chair and Career Services internship coordinator will visit you at least once during your internship. During this visit, they will meet with you and your internship supervisor to discuss how your work is progressing and assure that you are receiving a high quality experience.

**Problems?**

Most internships progress smoothly. However, if there is ever a problem between you and your employer which cannot be resolved, please discuss this problem with the Information Systems Department chair as soon as you can.

**Performance Appraisal**

Your employer will complete a performance appraisal prior to the end of your internship experience and mail the appraisal to the Career Services Internship coordinator. This performance appraisal will be one factor in determining your internship grade.

Your employer will conduct an exit interview with you before you leave the company. At this meeting, your employer will review your performance appraisal with you. Your employer may also use this interview to discuss future employment opportunities with you.

**Return to Campus**

Within six weeks of your return to campus, submit your journal and internship report to the IS department chair. Your final grade for the internship experience will be based on your journal, report and performance appraisal.

**Questions?**

When you need help, don’t hesitate to ask your adviser, the department chair, or Career Services Internship coordinator who is located in Schofield 230.
Additional Information

Examples of Past IS Internship Projects

» Developed websites and other web based software applications
» Participated on system development project team
» Developed business cases for various IT scenarios
» Developed software standards for companies
» Tested pre-production software for quality standards
» Helped develop telecommunications systems
» Participated in LAN/WAN system development
» Assisted with development of EDI systems
» Performed maintenance on legacy systems
» Developed microcomputer software applications
» Participated on program conversion projects
» Wrote procedure manuals for application and use of hardware and software
» Evaluated software packages for company adoption
» Helped train users on new software applications
» Worked with system users to gather new system specifications
» Developed and maintained database applications

Some Companies That Have Hired IS Interns

3M
American Family Insurance
Cargill
Cuna Mutual
Ecolab
Federated Insurance
Kimberly-Clark
Lands’ End
Marshfield Clinic
Mayo Clinic
Menards
Metavante
Nestle
Northwestern Mutual Financial Network
Roehl Transport Inc.
SBC Corp.
St. Paul Travelers Insurance
Wisconsin Gas

The College of Business Internship Program is administered jointly by the Department of Information Systems and Career Services.

For additional information about the IS internship program, contact:

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Career Services
www.uwec.edu/career
College of Business
www.uwec.edu/cob
College of Business - IS Department
www.uwec.edu/IS

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The University of Wisconsin-Eau Claire is an EEO/AA institution.