SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE

CMIS 587

IT Internship
COURSE SYLLABUS

I. Course Title

CMIS 587 Information Systems Internship

II. Prerequisites

Permission of Dept Chair and Graduate Program Director

III. Course Professors

Lead Professor

Title: MS MIS Graduate Program Director
Phone: 618-650-2506
Email: TBD

IV. Course Description

Industry internship requiring the application of information systems design, development, and/or technical support skills in a structured work environment. Requires consent of department chair or program director.

V. Course Objectives

- Provide students the opportunity to apply knowledge learned during the course of their studies to a real-world environment.
- Provide an internal assessment of the degree to which the departmental curriculum is meeting industry needs.

VI. MS MIS Learning Goals

1. Demonstrate breadth and depth of knowledge in the discipline: Graduate students should understand the current and historical theories, concepts, and models of the discipline. They should possess the ability to access and evaluate the literature of the discipline and understand the major issues in the current state of information

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technology (IT). In addition to knowing the specific content of the discipline, students should be able to understand and appropriately use new technologies and techniques that emerge in the field of IT.

2. Effectively communicate knowledge in the discipline: Graduate students should possess the ability to write and speak about the current issues of the discipline to peers, practitioners, and the public. They should be able to articulate and demonstrate knowledge of IT, and to write and present IT concepts and reasoning to peers and practitioners.

3. Demonstrate an ability for analytical thinking in the discipline: Graduate students should be able to identify and understand critical issues in the discipline. They should possess the ability to challenge and evaluate information, as well as to synthesize and integrate knowledge in the discipline.

4. Exhibit the best practices, values, and ethics of the profession: Graduate students should understand and exhibit the professional standards for responsible conduct in the discipline and understand the value and ethics of practicing the profession in society.

5. Apply knowledge of the discipline: Graduate students should possess the ability to apply knowledge in the discipline to solve sophisticated problems and to interpret technical issues.

VII. Materials

Textbook
 No textbook is required.

VIII. Course Outline and Expectations

Enrollment in CMIS 587 requires you to have completed your program core within the MS in MIS program. The CMIS 587 internship may be taken for 3 credit hours. In order to complete 3 credit hours, you must complete at least 120 hours on the job as an intern with the company that is sponsoring your internship.

See the CMIS 587 web page for information on enrolling in this course (https://www.siue.edu/business/internship-services/for-students/cmis-g.shtml).

Participation/Attendance

In order to complete 3 credit hours, you must complete at least 120 hours on the job as an intern with the company that is sponsoring your internship.

Academic Integrity/Plagiarism

Students are reminded that the expectations and academic standards outlined in the [Student Academic Code (3C2)](#) apply to all courses, field experiences and educational experiences at the University, regardless of modality or location.

Plagiarism is the use of another person's words or ideas without crediting that person. Plagiarism and cheating will not be tolerated and may lead to failure on an assignment, in the class, or dismissal from the University, per the [SIUE academic dishonesty policy](#). Students are responsible for complying with University policies about academic honesty as stated in the [University's Student Academic Conduct Code](#).

Unless expressly allowed by the instructor, the use of artificial intelligence (AI) tools and applications (including ChatGPT, DALL-E, and others) to produce content for course assignments and assessments is a violation of SIUE's academic policy and is prohibited.

Course Communication Policy

Students will communicate to the Graduate Program Director via email on an as needed basis. The primary contact will be the supervisor identified at the organization hosting the internship.

Course Communication Guidelines (Netiquette)

Netiquette is a set of rules for behaving properly online. Much of our communication in this course will take place in the forums and through email. Here are the requirements for online communication in this course, behavior and communication that do not meet these guidelines will not be tolerated.

- Be sensitive to different cultural and linguistic backgrounds, as well as different political and religious beliefs.
- Use good taste when composing your responses. Swearing and profanity should be avoided. Also consider that slang terms can be misunderstood or misinterpreted.
- Don't use all capital letters when composing your responses. This considered "shouting" on the Internet and is regarded as impolite or aggressive. It can also be stressful on the eye when trying to read your message.
- Be respectful of others' views and opinions. Avoid "flaming" (publicly attacking or insulting) others.
- Be careful when using acronyms. If you use an acronym it is best to spell out its meaning first, then put the acronym in parentheses afterward, for example: Frequently Asked Questions (FAQs). After that you can use the acronym freely throughout your message.
- Use good grammar and spelling, and avoid using text messaging shortcuts.

- In emails, always identify yourself and what class and section you are in. It is a good practice to put your course and section in the subject line. This helps your instructor identify course related emails.

IX. Technology Requirements

All technology requirements are dictated by the organization hosting the internship.

X. Grading and Evaluation

Final Grade Calculation

Assessments	Points
Written Report	40
Intern Company Performance Evaluation	60
Total Points	100

Blanket Statement on when assignments/assessments are due should go here.

WRITTEN REPORT (40 points): At the end of the internship semester (Fall, Spring, or Summer), you will prepare a written report documenting the learning experience. The report must address the following points and is limited to a **minimum** of **eight** and a **maximum** of **sixteen** double-spaced pages.

- **Page 1: Internship Company Information.** On the first page of your report, give the name of the internship company, the name of the department where you worked, the name of your supervisor, and the title of the position you held as an intern. Provide information that will enable me to contact the supervisor if there are questions about the completion of the internship.
- **Page 2: Responsibilities and Tasks/Projects.** List (preferably in bullet format) the responsibilities and/or tasks and projects which you fulfilled or completed while working as an intern.
- **Pages 3 through 8 (to 16): Lessons Learned.** Beginning with page 2, provide a narrative discussion of the lessons you learned while working as an intern. The narrative should be in the format of a journal with periodic (every few days) entries that discuss the lessons learned for that period. At a minimum, entries should be made on a weekly basis. Link the lessons learned to the training you received at SIUE as part of your coursework. At times you may encounter tasks that require you to learn about and assimilate the use of new information technologies that were not taught as part of your course work. When you encounter new technologies, provide a journal entry with your assessment as to the usefulness of these new technologies and how the training you received with other technologies enabled you to learn to use the new technologies.   This provides the department feedback that may assist us in tailoring our instruction to meet industry demands.

The report is due on Friday, the week prior to final examinations. Failure to submit the report will result in an incomplete in the course. **Late reports** will automatically result in a **letter grade reduction** in your grade for the internship course. Submit the report to the Graduate Program Director of the MS MIS program.

PERFORMANCE EVALUATION (60 points): Your grade is a function of your performance as an intern and your written report. One week prior to the final examination week of the term, you must remind your internship supervisor from your intern company to complete an evaluation of your performance. A copy of the evaluation form is found on the course home page, and may be printed for completion by the supervisor. The report must be signed and submitted directly to the Graduate Program Director. The evaluation received from your internship supervisor where you complete your intern will constitute 60% of your grade.

Grading
In determining the final course grade, the following scale is used:
>=90 = A
>=80 = B
>=70 = C
<70 = F

Rubrics
Rubrics are included in the course and will provide an understanding of how you will be assessed on the course's assignments.

Late Work Policy
The only late work that will be considered are those instances where the student has communicated with their instructor regarding unavoidable circumstances, *such as reporting an illness and submitting a doctor's note to their instructor.*

XI. Course Evaluation

At the end of this course, students are encouraged to complete a course evaluation that will be distributed to them via email and through a course link.

XII. Additional Course Information

University Policies and Information
University policies and guidance that address teaching, learning, and student support services are available at: https://kb.siue.edu/132378 Students are encouraged to visit this resource site for current information on:
- Regular and Substantive Interaction
- Recordings of Class Content

- Diversity and Inclusion
- Pregnancy and Newly Parenting Policy
- Services for Students Needing Accommodations (ACCESS)
- Academic and Other Student Services (Library, Academic Success, Tutoring, etc.)
- Cougar Care
- Student Success Coaches

Syllabus Subject to Change

While information and assurances are provided in this course syllabus, it should be understood that content may change in keeping with new research and literature and that events beyond the control of the instructor could occur. Students will be informed of any substantive occurrences that will produce syllabus changes.

XIII. Course Schedule

The schedule is dictated by the arrangements made with the organization providing the internship. The final report is due the Friday before finals week. The performance evaluation is due from the internship organization supervisor by the Friday before finals week.