Internship Policies and Procedures
Master of Science in Information Technology (MSIT) Program

WHAT IS AN INTERNSHIP?

An internship allows students to work for an outside organization in order to gain relevant work experience and apply and expand upon what they have learned in the classroom. An internship may be used to help students to identify a career path; to gain experience and expertise in what they already like to do; to determine necessary knowledge, skills, and abilities they need to develop to be successful after graduation; and to enhance their resume with real-world experience.

Please note that the MSIT Program is not in the position to help identify internship opportunities or match students with such opportunities. You may seek the help of the California Lutheran University’s Career Services in finding an internship. We also strongly encourage students to attend the Career Services’ workshops and seminars or workshops (“Getting a job you love”) offered by the School of Management. Also note that an internship is not a requirement in the MSIT program.

WHAT QUALIFIES AS AN INTERNSHIP?

1. Any internship should be (a) in line with your program, that is, it must be in the general field of Information Technology and (b) worthy of graduate-level work (based on the detailed job description).

2. Sponsoring organization must meet the following minimum qualifications:
   a. Must be in the greater Los Angeles area. Internships outside of this area cannot be approved.
   b. Must have successfully been operating for at least one year and maintained a full-time office other than in a private home. Start-up companies may be eligible, but approval will only be given on a case-by-case basis.
   c. Business must be a legal business or non-profit entity listed in public domains.
   d. Must offer continuous hands-on experience as the primary function of the intern in the Information Technology area.
   e. The supervisor must be in a technical or managerial role.
Notes:
- Both student and supervisor must be on-site. Students cannot work in a private residence or remotely during the internship.
- Students cannot work for themselves or another student, a sponsor with whom the student is currently employed (unless the internship duties are completely different from normal duties and in addition to normal work hours), student-run organizations, family, or a faculty member.

3. Internships are for-credit only. Students who chose internship as part of their program must enroll in an internship course IT590 which carries fees. Students are responsible for any such fees.
   - IT590 courses vary in their number of internship credits anywhere between 1-3 credits.
   - The actual number of credits assigned for each internship is based strictly on (a) detailed job description and responsibilities provided by the employer, (b) number of hours worked per week, (c) number of total weeks the internship is scheduled for and (d) any previous relationship between the organization and CLU.
   - The minimum number of weeks for any internship is 9 (at least 10 hours per week or, 90 hours total) and the maximum is 12 weeks (at least 90 hours total).

Note: the number of internship credits cannot be determined in advanced prior to establishing contact with the sponsoring organizations and reviewing the documents noted above. Depending on where a student is in the program, it is possible that by doing an internship, the student will slightly exceed the 36 credits required by the program (by 1-2 units). It is OK for students to graduate with 1-2 extra credits.

4. Subsequent internships
   - Any subsequent internship is a new internship and it is has to be evaluated. Students may do a maximum of 2 internships with the same organization if the work and responsibilities are SIGNIFICANTLY different than the ones in the first internship. In other words, you need to be assigned to a different project that carries different tasks and learning objectives.
   - In order for any subsequent internship to be approved, the student must have fully completed the previous internship and submitted (a) complete internship report and (b) manager evaluation. The report must also be approved for credit and a grade needs to be provided by the instructor.
   - Any subsequent internships will also be assigned credits, they are tied to specific class and carry learning objectives. Same procedures and requirements described in this package apply to any subsequent internship.

**INTERNSHIP PROCEDURES**
Internship approval

Please note that internship approval takes anywhere between 1-2 weeks (MSIT Office) and sometimes longer depending on each employer and if they are new to CLU. Also note that your internship must not only be approved by the MSIT office but also by the International Student Services (if you are an F1 international student). Please be sure to factor in the approval time on all ends when you plan your internship dates. Also see the note below about the term a student can be enrolled for an internship.

Term of study for the internship and class enrollment

We realize that a student can obtain an internship at any point in time during the year. Thus, a student can begin working at any time once the necessary approvals have been obtained. Regarding class registration, please note the following:

- If an internship is approved within the add/drop date for a specific term, a student will be enrolled in IT590 internship class in that particular term.
- If the internship is approved outside the add/drop dates for a term, a student will be enrolled in IT590 internship class in the subsequent term.

BEFORE THE INTERNSHIP

To secure and complete an internship, here are the steps students should follow:

1. Determine if you are qualified for an internship. In order to qualify, a student must have completed a minimum of 3 core courses in the MSIT program (9 credits) and a minimum GPA of 3.2 in the program. Conditionally admitted students are ineligible for CPT before successfully completing their pre-requisite courses and also meeting the requirement above.

2. Find a potential internship sponsor. To do that, you can use your own professional network, consult with Cal Lutheran’s Career Services, or employ various Internet sources.

3. Complete the following documents (Note that incomplete applications will not be accepted):

   A) STUDENT: Complete MSIT INTERNSHIP APPLICATION FORM including your signature. Student will email this information directly to the MSIT program director.

   B) EMPLOYER: Complete MSIT INTERNSHIP INFORMATION form including your supervisor’s signature. Employer will email this information directly to the MSIT program director.
C) EMPLOYER: Offer letter with a very detailed job description and responsibilities. *Employer will email this information directly to the MSIT program director.*

D) STUDENT & EMPLOYER: Complete CPT form (if an international student). The student completes the top part and forwards it to the employer. Employer completes the second part and forwards CPT form to MSIT program director. *Employer will email this information directly to the MSIT program director.*

4. IF your application is approved, the MSIT Office will notify you via email. You must respond, as directed, to that email before you can be added to the course. Please note that an internship needs to be evaluated and is not automatically approved.

5. Important reminders:
   a. Students must work minimum 90 hours for any internship.
   
   **Note for international students:**
   - While the academic term is in session, you can participate in an internship for a maximum of 20 hours per week (maximum 220 hours overall per 11-week term), as required by law. International students can do a full time internship (up to 40 hours per week maximum) if they take a term off (and are eligible for a term off with the International Student Services).
   - You are also required to obtain a new I-20 that shows that you have permission to participate in an internship off campus, also called Curricular Practical Training (CPT). To obtain the new I-20, please take a copy of your approved internship application to International Student Services, so that they can proceed with issuing the necessary documentation prior to beginning your internship (CPT). Failure to do so may result in the denial of your internship and the loss of your visa status.
   - Please note that CPT has a start and an end date. You are only authorized to work the dates listed on the CPT form. Starting your internship before you obtain all necessary authorizations (especially international student services) or continuing to work after the end date of your CPT is illegal and has severe consequences such as termination of your SEVIS form.
   
   b. Students must work a minimum of 9 weeks during an 11-week term.
   
   c. Domestic students may work for more than 40 hours a week if lawfully required by the sponsoring organization, but only a maximum of 40 hours per week will be counted towards the requirements of the curriculum. This is not applicable to international students.
   
   d. Students must work at their internship organization’s office under direct supervision of a technical manager. An internship, in which students are allowed to work off-site,
e.g., working from the student’s home or apartment, with off-site supervision, etc., will not be approved.

e. Credit cannot be increased or decreased after the internship begins.

f. No credit will be awarded for work a student completes prior to approval of the internship.

g. No more than 3 credit hours of internship may be used to fulfill the requirements for graduation with an MSIT degree.

DURING THE INTERNSHIP

1. Please note that neither the MSIT Program nor the School of Management nor California Lutheran University can be held responsible for any personal injury, loss, or death while you are engaged in the internship, nor while traveling to or from the internship.

2. Note that clerical duties, e.g., filing, phone duty, copy, making bank deposits, serving as a receptionist, etc., on a continual basis, are inappropriate and not acceptable for internship credit. While an internship may include such duties, they are not acceptable if assigned on a continual basis and/or account for the majority of intern’s time. Please assure that the duties and responsibilities reported on your internship supervisor’s Letter of Acceptance reflect, accurately and specifically, your actual duties, and that those duties are appropriate for a graduate-level internship.

3. During your internship, you must keep weekly logs of all your activities. You must track a description of what you did and learned on a weekly basis. Such logs will become Appendices to your main internship report.

4. Toward the end of the term, your internship sponsor is asked to evaluate your performance. This evaluation is only one part of your course requirements. The supervisor evaluation is due by 5:00 pm one week after the internship end date listed on the CPT form. STUDENTS are responsible for assuring that the supervisor evaluation is delivered to the MSIT program director by this deadline (email).

AFTER THE INTERNSHIP

At the end of your internship, you are responsible for the submission of two final documents:
A. **INTERNSHIP REPORT** (a 7-10 page summary, between 3,000 and 6,000 words not including Appendices).

The report must include the following sections:

1. **General information:**
   a. **Student Information:** Please state your name in the format last name, first name along with your student ID
   b. **Company Information:** Please provide name and address of your company and list (all) your supervisor(s) by name and title. Please provide a description of your company’s industry and business.
   c. **Position:** Please state your title / position.
   d. **Job Description:** Please provide a clear description of your responsibilities and the task environment of your internship.
   e. **Initial Skills Requirements:** Please describe which knowledge, skills and abilities where expected from you at the beginning of the internship.
   f. **Skills Acquisition:** Please describe which knowledge, skills and abilities you have acquired or enhanced through this internship.

2. **Organizational background** – the company overview, basic figures, facts, mission, lines of business, industry etc.

3. Clear and detailed description of the main software applications the company has and technologies underlying each.

4. Clear and detailed description of the application(s) you worked on, and the work you performed along with specific technologies you used (and how you used them).

5. **Lessons learned:**
   a. What new technical knowledge did you gain?
   b. How does the new knowledge and experience you gained draw upon and augment the knowledge you gained thus far in specific classes in your Master program?
   c. How was your experience at the company overall?
   d. How well did you function as part of a team? How was the team dynamic?
   e. What have you learned from a team member standpoint working in a US organization?

6. You must keep a **weekly log** of all your activities – this is a summary of your work week. Focus on tasks/projects started or completed, new developments, key interactions, skills acquired etc. Please focus particularly on what you have learned during the week period. Such weekly reports (including sample print screens) will be attached as appendices to your main
report. Please make sure weekly logs are detailed. Appendices must be referenced in the body of the paper.

7. Sample work is necessary for any type work that you completed. It is your responsibility to document such sample work. By signing the employer form, employer has agreed to you collecting sample work and using it for your internship report. It is your responsibility to collect and use such work in your report.

Notes:
- The report must be organized in sections (with proper numbering), it should be detailed and be grammatically correct. Illustrations are required whenever appropriate (e.g. figures).
- You need to do sufficient research and ask relevant questions while at the respective organization in order to be able to have as much information as possible for your report. This includes understanding the overall organizational context, various applications and systems.
- Reports will receive a low or failing grade if they are:
  a. Not professional, e.g., written with poor or incorrect grammar, contains misspelled words, etc.; and
  b. Incomplete, e.g., descriptions of activities/technologies are vague, not specific, or too brief.
  c. Missing sections and deadlines.
  d. Not following all requirements listed above.

B. MANAGER EVALUATION: your direct supervisor’s evaluation of your performance (using the standard form MSIT Intern Evaluation Form).

DUE DATES:
Internship syllabus will have specific due dates for the following documents:
- Internship report
- Manager’s evaluation