

MSIM Internships

IMT 590

2008/2009 Academic Year

Agenda

- Basics
- Clarify roles of advisor, program chair, and site supervisor
- Review MSIM Internship (IMT590) steps and forms
- Answer questions!

Basics

- One quarter of full time, summer-only position, 4 credits
- Multiple quarters of a part time position, 4 credits
 - Total of 4 credits over 2 quarters minimum
 - 2 credit equivalent to 100 hours per quarter
- Three primary criteria that a setting or experience must meet in order to qualify as an MSIM internship:
 - The internship site/experience must be approved by the MSIM Academic Advisor (or IMT 590 Faculty Coordinator)
 - The student's work/ projects/ tasks must be primarily of a professional or beginning professional nature
 - The internship must constitute a learning experience for the student that relates to the academic scope of the MSIM program

Basics (cont)

- Credit/no-credit course
- Credit is based upon your:
 - Learning Objective Agreement
 - Mid-Internship Report
 - Supervisor's Final Evaluation
 - Student's Final Narrative Report
 - Exit interview with the IMT 590 Faculty Coordinator
- Optional: lead-in for your Capstone project

Important Roles

- You
 - Decide what you're interested in, manage the process, meet deadlines
- Site Supervisor
 - Set learning objectives in cooperation with faculty supervisor, provide guidance and supervision at internship site
- Academic Advisor (Kathy)
 - Facilitate introductions to sites, help guide you through the process, let you know about deadlines
- Faculty Supervisor (Mike)
 - Provide help setting up learning objectives, guide academic component, evaluate feedback from site supervisor, review student self-evaluation, conduct exit interviews, assign grades

Internship Schedule

- **January 2008:** Attend internship information session. Review MSIM Internship webpages.
- **February :** Kathy meets individually with students to solidify placement preferences. Bring completed Internship Application, Course Checklist, and your resume to the appointment.
- **February - April:** Student or Kathy initiates contact with site, depending on host site preferences, and provides the MSIM Internship Information for Supervisors document or URL to the supervisor. Student secures internship, site supervisor signs Internship Confirmation Form. Student turns in Internship Confirmation form to Kathy to obtain IMT590 entry code.
- **Summer or Fall:** Internship begins.

Internship Schedule

- **First week of the quarter:** Student develops Internship Learning Objectives agreement with site supervisor and sends to faculty coordinator.
- **Fourth week of the quarter:** Student meets with site supervisor to complete Mid-Internship Report and submits to faculty coordinator.
- **Ninth week of the quarter:** Student makes sure site supervisor completes Supervisor's Final Evaluation form and sends to faculty coordinator.
- **Ninth week of the quarter:** Student schedules meeting with faculty coordinator for exit interview. In the final quarter of the internship, turn in the Final Narrative Report.
- **Tenth week of the quarter :** Meet with faculty coordinator for the exit interview.

Internship Forms

- All available on the MSIM web site:
<http://www.ischool.washington.edu/msim/internships/default.aspx>
 - Internship Application
 - Course Checklist
 - MSIM Internship Information for Supervisors
 - Internship Confirmation
 - Learning Objectives Agreement (LOA)
 - Mid-Internship Report
 - Outline for Student’s Final Narrative Report
 - Supervisor’s Final Evaluation

Sample Internship Placements

- Aquantive
- Ascentium
- Avanade
- Azaleos
- Children's Hospital
- City Of Seattle
- Ford Motor Co.
- Kerika
- Mavin
- Medtronic
- Microsoft: Global Tech. Services
- Nervana
- Nordstroms
- PSACT
- Safeco
- Seattle Art Museum
- Serials Solutions
- Seattle University
- Starbucks
- Vorsite
- WAMU
- UPS
- UW Alum Relations AVP
- UW Women's Center
- NPower