

Part Time Internship: Two or more consecutive quarters

If you will be completing a part time (20 hours/week) position, you must work at least two consecutive quarters. Please follow the steps below in setting up and completing your internship.

MSIM Internship (IMT 590) Basic Steps

Step 1. Student attends an MSIM Internship (IMT 590) information session and thoroughly reviews the MSIM Internship Web pages. Students should plan on attending an information session a minimum of one quarter before they register for IMT 590 (normally winter or spring quarter of the student's first year in the program).

Step 2. Student completes the IMT 590 initial paperwork (Internship Application Form, Internship Course Checklist, current resume) and submits these materials to the MSIM Academic Advisor NO LATER than the 4th week of the spring quarter preceding the initial internship quarter.

Step 3. Student schedules a time to consult individually with the MSIM Academic Advisor. The student should be sure that their IMT 590 initial paperwork has been submitted to the MSIM Academic Advisor prior to this consultation. In this consultation, the student and the MSIM Academic Advisor will clarify the student's internship preferences and strategize a plan for setting up the internship.

Step 4. Contact is made with the potential internship supervisor. The MSIM Academic Advisor will assist the student in making initial contact with possible host sites. This will normally be followed by the student making direct contact with the potential internship supervisor to solidify the internship.

1. Student contacts potential internship supervisor and discusses the possibility of pursuing an internship at said host site.
2. In the course of this discussion, the student is required to provide the potential supervisor with the "MSIM Internship Information for Supervisors" summary sheet and verify that both parties have a clear understanding of the requirements and parameters of the internship experience.
3. If student and supervisor agree to pursue the internship, both parties complete and sign the "MSIM Internship Confirmation" form, followed by the student submitting the form to the MSIM Academic Advisor. The MSIM Academic Advisor will then give the student an entry code to register for IMT 590, and the student registers.
4. If the student and supervisor decide NOT to pursue an internship, the student then notifies the MSIM Academic Advisor and they discuss plans to pursue an alternative internship site.

Step 5. During the first week of the internship, the student meets with the internship supervisor and completes the "MSIM Internship Learning Objectives Agreement." The student then forwards the Agreement to the IMT 590 Faculty Coordinator via email attachment.

Step 6. Two weeks before the student has completed half of their internship, they meet with their supervisor to complete the "Mid-Internship Report," followed by submitting the completed

form to the IMT 590 Faculty Coordinator (no later than the final instruction date of the quarter).

1. If the student and/or the supervisor determine that the "MSIM Internship Learning Objectives Agreement" should be revised, this should be noted on the "Mid-Internship Report."
2. The IMT 590 Faculty Coordinator evaluates the "Mid-Internship Report" and meets with the student before the quarter's end to verify adequate progress.
3. Assuming adequate progress is being made, the student may continue to register for IMT 590 for the next quarter in order to complete the internship.
4. The MSIM Academic Advisor provides the student with the necessary entry code to register for the next quarter of IMT 590.

Step 7. During the final quarter of the internship, the student completes the tasks and projects outlined in the "MSIM Internship Learning Objectives Agreement."

Step 8. Two weeks before the last instruction date of the final quarter of the internship the student prompts their supervisor to complete the "Supervisor's Final Evaluation" form, which the supervisor then sends directly to the IMT 590 Faculty Coordinator via email attachment.

Step 9. One week before the last instruction date of the final quarter of the internship the student completes their "Final Narrative Report" and submits this to the IMT 590 Faculty Coordinator.

Step 10. Student contacts the IMT 590 Faculty Coordinator no later than two weeks before the last scheduled instruction date of the quarter to schedule an exit interview. All final paperwork (including the "Supervisor's Final Evaluation" and the "Student's Final Narrative Report") must be submitted at least two days before the exit interview so that the Faculty Coordinator has sufficient time to review these documents before the interview.