CIS 4396
Internship in Information Systems and Business Analytics
Woody L. Hunt College of Business
The University of Texas at El Paso
Fall 2023

Contact Information:
Instructor: Dr. Adam Esplin
Email Address: aesplin@utep.edu
Office: Business Administration Building Room # 260C
Office Hours: By appointment

Course Description:
An internship in information systems and business analytics.

Course Objectives:
The primary focus of the internship experience is to allow you to explore your career interest in a real-world scenario and provide skills to help you succeed in today’s business world.

Specifically, the objectives of this course are as follows:
• To further the ability to work effectively in a real-world setting.
• To contribute to developing the student’s confidence, judgment, and overall competency.
• To contribute to the student’s overall evaluation of his/her career objectives.
• To contribute to developing the student’s ethics and interpersonal relations.
• To increase marketability and value to employers.

Course Format:
All students are expected to attend their internship regularly and adhere to the workplace rules and hours. Please keep in mind that the duration of your internship should be a minimum of 200 hours. You must complete the requirements detailed in the syllabus to receive academic credit.

Course Expectations:
Each student is responsible for submitting all items on the syllabus to Blackboard.

Required Materials:
1. A virtual classroom has been established on Blackboard. Log in to Blackboard at http://my.utep.edu. Items on Blackboard include:
   • Course syllabus and schedule
   • Announcements
   • Grades

2. A computer with internet access is necessary; students are expected to check the website regularly.
3. It is recommended that you maintain a journal/diary that outlines the tasks you completed throughout your internship.

**Course Requirements:**

**Internship for Academic Credit Application:**
Submit all components of your internship for academic credit via Blackboard. The application consists of (this should be the same packet you submitted to your advisor to register for the course):

- Completed student and employer portion of the application
- Job Offer Letter
- Resume
- Unofficial transcript
- You do not need the signed copy from the department chair.

**Syllabus Quiz:**
This is designed to verify that you understand the requirements to receive academic credit for completing an internship.

**Professional Report:**
The professional report consists of two components, the intern report and the employer evaluation. Your grade will be based on the content and presentation of your intern report and the comments from your supervisor. Failure to submit an internship report or employer evaluation by the deadline will result in a failing grade.

**Intern Report:**
The intern report must be four pages in length. When writing your report, reference your journal that outlines the tasks you completed throughout your internship. The grammatically correct report should include:

- A cover page consisting of your name, course number, professor name, and internship organization.
  Note: The cover page does not count toward the minimum age requirement.
- An introduction detailing the position/title you held during your internship, background on the company, etc.
- A description of the work you performed for the employer.
- The value of the internship experience overall. What did you learn from this experience? How will this experience affect how you approach your remaining time at UTEP? How will it help you find a job after you graduate?
- Double-spaced, 12-pt, Times New Roman font.

Also, please keep in mind the confidentiality of your employer, if necessary, please do not identify clients specifically by name.

**Employer Evaluation:**
Employers must submit an evaluation on time.

**Grade Calculations:**
In order to receive a final grade for the internship, all items must be submitted by the indicated deadline.

**Grading Scale:**
After reviewing the Professional Report, I will assign a final letter grade. Please keep in mind that completion of the requirements alone will not automatically result in an “A” letter grade.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentages</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100%</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89%</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79%</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
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</tbody>
</table>

**Student Responsibilities:**
To accomplish the learning process, you are required to:

- Check Blackboard frequently for announcements and other information.
- Complete and submit assignments on time via Blackboard.
- Contact me about any questions or issues when they arise. It’s much easier to help and work out a solution early-on, then waiting until it is too late.

**Termination of Internship:**
If for some reason you find that you are not suited for the internship or you do not feel that you can perform the job you have been given satisfactorily, notify me immediately. In this case, there may be an opportunity for you to withdraw from the internship course. However, if you do not withdraw and do not complete the internship you will receive a failing grade.

**Academic Integrity:**
Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as ones' own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the Office of Student Conduct and Conflict Resolution (OSCCR) for possible disciplinary action. To learn more, please visit HOOP: Student Conduct and Discipline.
**Incomplete Grade Policy**
Incomplete grades may be requested only in exceptional circumstances after you have completed at least half of the course requirements. Talk to me immediately if you believe an incomplete is warranted. If granted, we will establish a contract of work to be completed with deadlines.

**Students with Disabilities:**
If you have a disability and need accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148, or by email to cass@utep.edu, or visit their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at http://sa.utep.edu/cass/. CASS’ Staff are the only individuals who can validate and if need be, authorize accommodations for students with disabilities.

**Schedule:**
No late work is accepted. Failure to submit the report and evaluation by the deadline may result in failing the course.

<table>
<thead>
<tr>
<th>Required Item</th>
<th>Submission Date</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship for Academic Credit Application</td>
<td>Friday, September 1, 2023</td>
<td>100</td>
</tr>
<tr>
<td>Syllabus Quiz</td>
<td>Friday, September 1, 2023</td>
<td>100</td>
</tr>
<tr>
<td>Professional Report</td>
<td>Friday, December 8, 2023</td>
<td>100</td>
</tr>
<tr>
<td>Employer Evaluation</td>
<td>Friday, December 8, 2023</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td></td>
<td><strong>400</strong></td>
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