**{Insert Logo or Company Name}**

**OVERVIEW OF INTERNSHIP**

**MIS Internship Position – (Term 20xx)**

**Template Instructions: Remove all items in blue italics and replace with your content (in black).**

**Internship Details –** Internship will be a minimum 12 weeks in length.

Projected Start Date -

Projected End Date -

Projected hours worked per week –

Hourly wage and any additional benefits -

**Company Information -** (Background, Scope of Business, Size, Location)

**Description / Purpose of Internship –**

Include the purpose of your internship and overall description.

**Learning Objectives or Milestones**

Indicate each area the intern will be exposed to during their internship experience.   
Click on the appropriate boxes to indicate if this component will be addressed during the internship experience.

Work toward solving a business problem affecting the following areas

Organizational operations

Decision making processes

Quality assurance

Strategic analytics

Exposure to how MIS impacts rapidly changing technologies such as the internet, e-commerce, and business-to-business applications

Extract business intelligence through analytic techniques to support business functional activities

Utilization of data, network and system/web-based software

Systems audit

Management control

Infrastructure, data centers, and data communication

Business, financial, and operations

Specification requirements and design development

Compliance with standards

Software quality assurance

**Overview of Experiences** -   
Provide an overview of responsibilities and experiences. Include a timeline for the 12 weeks (may not be exact, but approximate amount of time spent in each area).

**Projects**

Projects the intern will be assigned, if known. If not definite, please provide possible examples.

**Additional Experiences**

Indicate experiences that will be part of the internship which may not fit above. May include experiences your company exposes an intern to or that your company requires of interns. Examples might include:

* Weekly review with assigned supervisor
* Company outings
* Training and development opportunities for interns

**Contact Person & Contact Information** –

List the contact person(s) that the University will be working with during the internship experience. Include title, location, email, and telephone number.