OVERVIEW OF INTERNSHIP

Information Networking & Telecommunications Internship Position – Summer 20xx

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

Company Information

Company Information history, background, size, location -

Description of Internship - Include the purpose of your internship and overall description.

Learning Objectives

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

☐ Network/telecommunications management best practices or procedures with equipment as well as employees
☐ Scheduling and supervising a new technology or new equipment implementation or discussing the process of implementation
☐ Discussing or designing a small network/telecommunications scenario
☐ Managing and maintaining network/telecommunications projects, equipment or cabling
☐ Troubleshooting a network/telecommunications problem (e.g. equipment failures, wire failures, service provider issues)
☐ Researching and testing new equipment or software solution
☐ Discussions with management involving the development and planning of budgets (e.g. involvement with purchasing new equipment, maintenance contracts, equipment buy-back)
☐ Business action plans for disaster recovery, security, service provider contracts, 10-year plans, and team mission and goals.
☐ Managing relationships with contractors in new construction processes, new equipment installations or remodeling processes as well as wiring and equipment implementations
☐ Security best practices and hands-on experience with equipment (i.e. firewalls, VPN, IDS/IPS).

Overview of Experiences

Include a timeline for the 12 weeks (may not be exact, but approximate amount of time in each area). Indicate departments and/or positions the intern will be working in/with and the purpose of that time spent (or purpose of that area). Examples might include: Help Desk, Servers/Systems, Network, Voice/Telecom, and Installer/Wiring.

Intern Project

Indicate possible projects (examples are in the Company Handbook) and how the project will be incorporated in the 12 week experience. Indicate what value/impact the project will have for the company and if the intern will present results to key individuals in the organization.

Additional Experiences

Indicate experiences that will be part of the internship that may not fit into the overview above such as:

- Visit / work with a customer onsite
- Meet leadership of company
- Weekly meetings with supervisor and mentor
- Participation in team meetings or project meetings
Contact Person & Contact Information –
List the contact person the University will be working with during the internship experience. Include title, location, email, and telephone number.