**Master of Information Technology & Analytics Program**

**MITA Internship (0 Credit)**

**22:544:638**

**Prerequisites: Permission of department. Open only to MITA degree students. This course is an MITA elective.**

**Grading: Satisfactory/Unsatisfactory**

**COURSE DESCRIPTION:** The MITA internship program is an integral and important enhancement to class lectures, readings, and student assignments. It is designed to provide students practical experience in the IT and Analytics field with the opportunity to experience classroom theory in the business environment. The student will work under the supervision of an approved employer within a specific department and will be evaluated by both the employer and MITA director.

**SUMMARY:** An internship is an opportunity for a student to work closely with a company. A student may only take one (1) internship in a semester. Substantial initiative and preparation are normally required, and these are the responsibility of students who wish to arrange for MITA Internship. Students will not earn academic credit by taking an internship.

In most cases, internship is arranged to provide application in areas offered through regular courses. The internship is available to international and domestic students. Students are required to deliver the employer evaluation form two weeks prior to the end of the internship to the supervisor. Please see the attached “**Evaluation Form**”.

In addition, the student must complete an "**MITA Internship (Office Record)**" in next page to prepare a short proposal detailing the work plan. This application must be submitted to the MITA Program Office for approval before the start of classes in the semester. Students whose applications are not accepted will be informed in writing as soon as possible.

For international student only. International students are allowed to take on internship only after completing two semesters. International student will also request to fill out a “**Curricular Practical Training (CPT)**” application to OISS Office. For more information, please use the following link.<http://www.ncas.rutgers.edu/curricular-practical-training-cpt>

**MITA Internship (Office Record)**

This application must be completed by the student prior to registration and approval from the MITA Office. Failure to return the completed application to the MITA Office prior to the beginning of the semester, in which the student intends to take the course, this application will not be approved. Students may only register for one internship in each semester.

**Section A: Student Information**

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| **Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RUID #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **GPA:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Section B: Internship Description**

1. **State the learning goal(s) and specific objectives of your internship.**

1. **Describe the procedure(s)/process you will employ to attain your objectives.**

1. **Describe the reason why you want to take this internship.**

**Section C: Registration Information**

**Semester and Year Course will be taken: Fall:\_\_\_\_\_\_\_\_ Spring:\_\_\_\_\_\_\_\_ Summer:\_\_\_\_\_\_\_\_**

**MITA Internship Course Information: School: \_\_\_22\_\_\_\_ Subject: \_\_\_544\_\_\_ Course: \_\_638\_\_\_**

**Internship Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name**

I agree to provide the Evaluation Form no later than 2 weeks before the end of the semester.

**Student’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Performance Evaluation Form — MITA Internship**

As completed by Internship Supervisor.

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_\_

Internship Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_

**Kindly provide constructive feedback to assess the student’s performance. Please be honest throughout your evaluation and please note if student’s performance changed since the beginning of the internship.**

**Please scan and email this form to** [**gfilipe@business.rutgers.edu**](mailto:gfilipe@business.rutgers.edu) **within a week after the student ends his or her internship**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please rate how strongly you agree or disagree with each of the following statements by placing a check mark in the appropriate box.** | **Strongly Agree** | **Agree** | **Neutral** | **Disagree** | **Strongly Disagree** |
| **Student’s quality of work was excellent.** |  |  |  |  |  |
| **Student performed in a professional and well-behaved manner.** |  |  |  |  |  |
| **Student communicated with everyone appropriately.** |  |  |  |  |  |
| **Student contributed to major tasks at hand.** |  |  |  |  |  |
| **Student took initiative when needed.** |  |  |  |  |  |
| **(Optional) Comments:** | | | | | |