Meeting 2017508

Items to follow

Items to discuss

Internship Approval Procedure

7 entities

1. student

   - Name
   - IUID
   - IU Email / IU Username
   - **do we need information of student's academic program ? such as major / program, and school year (fresh, sophomore, junior, senior, master, phd)?**

2. self-evaluation

   - student info
   - ?

3. Intership

   - student info
   - year
   - term
   - is paid
   - organization info
   - supervisor info
   - travel warning
   - US departure date
   - US return date
   - internship start date
   - internship end date
   - task and responsibility
   - **What is work schedule, besides hours per week?**
   - why this internship was chosen
   - **we need to define budget items**
   - student confirm date
   - files (**Are we going to store these files on our own server — self-evaluation, site evaluation, employer evaluation?**)
   - how did student locate this internship (**are we going to pre-define the options?**)

4. internship evaluation

   - internship #
   - brief description of the internship site
   - how does this internship sit fit into the scope of student's studies
   - strengths (**are we going to pre-define the options?**)
   - weaknesses(**are we going to pre-define the options?**)
   - skills / knowledge gained (**included in / move to self-evaluation?**)
   - would you recommend this site(**quantify this?**)

5. internship organization

   - organization name
   - organization web address
   - country
   - state / province
   - city
   - street

6. organization evaluation

   - ?

7. supervisor

   - organization info
   - site info
   - **is it possible that multiple students have a same supervisor?**
   - name
   - email
   - phone
   - remarks
   - gradings

8. olga / approver

steps

1. initiate a case and a set of documents (database tables)

   1. **who initiates this? olga or a student?**

2. the student register his/her info and the internship's info

3. olga approves of disapproves the case

4. the student performs the internship (out of the scope of the project)

5. the student submits self-evaluation and site evaluation

6. the supervisor submit the employer evaluation

7. olga audits these evaluations and close the case.

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