



ITC-496: Industry Internship – Internship Agreement

Instructions: This form is used to track undergraduate students completing a +300-hour internship in partial fulfillment of the requirements for three credit hours of ITC-496. Students should consult with their advisor and/or the instructor of record prior to beginning an internship to ensure it meets academic requirements. This form and attached memo should be completed during the internship, or if concurrent with ITC-496 enrollment, at the beginning of the course.

Student Intern Information (typed)

Last Name		First Name		Date	
USM E-mail Address (first.last@eagles.usm.edu) – USM E-mail Required				USM EMPLID	
Local Mailing Address				Classification (SR Required)	
()	()	/ 4.0			
Local Phone Number		Alternate Phone Number		Cum. GPA	Hrs Completed
		()		/	
Name and Phone Number of Alternate Point of Contact (optional)				Semester / Yr to enroll in ITC-496	

Proposed Internship Information (typed)

		()	
Company or Organization		Office Phone Number	
		()	
Supervisor Name	Title	Alternate Phone Number	
Supervisor E-mail Address		Start Date	End Date
Company Address		Hrs Per Week	Total

Description of Proposed Internship Duties and Responsibilities:

Please attach a detailed description of the intern's duties and responsibilities, such as the hardware, applications, operating systems, programming languages, number of servers and workstations, and quantity of work involved. Sample document included on page 2.

Approval Signatures

This industrial internship as defined is approved to satisfy the requirements for ITC-496.

Industry Supervisor _____ **Date** _____
Student _____ **Date** _____
Instructor of Record _____ **Date** _____

This page is a guideline (template) for the Supervisor/Manager of the Intern to use in preparing a Memo-style record detailing the work performed by the Intern. Students should retain a copy of the final document for their personal records.

MEMORANDUM OF RECORD

TO: ITC-496 Instructor of Record
FROM: [Industry Supervisor]
SUBJECT: Description of Internship Duties and Responsibilities

1. [Student name] will complete +300 hour internship with [company] between [start date] and [end date].
2. [Supervisor's name] will be the intern's immediate supervisor. The intern will work with direct supervision or independently depending on the task at hand.
3. (*Networking*) The intern's duties and responsibilities may/will include:
 - a. Work independently and as part of a network support team.
 - b. Communicate daily with peers, supervisors, and end-users
 - c. Support existing network infrastructure including 10 windows servers and 400 windows workstations.
 - d. Support existing network services including Microsoft Active Directory, DNS, DHCP, WINS, Exchange Server, ISA Server, and IIS web services.
 - e. Test and deploy new infrastructure including 50 3Com switches and 10 Cisco routers
 - f. Document existing logical and physical network configurations.
 - g. Support 500 network users
 - h. Any other task required.
4. (*Developer*) The intern's duties and responsibilities may/will include:
 - a. Work independently and as part of a developer team.
 - b. Communicate with peers, supervisors, and end-users.
 - c. Backup existing applications, web sites, and databases.
 - d. Maintain 10 existing client-server applications and databases
 - e. Develop 2 new client-server applications and databases
 - f. Work with HTML, ASP, PHP, and ASPX
 - g. Develop multimedia content using Flash, Photoshop and Illustrator.
 - h. Work with MySQL and Microsoft SQL 2000
 - i. Document existing and emerging code.
 - j. Any other task required.