

## **Class Syllabus for MIS 353 – MIS Internship Class**

**Spring 2010 – Unique Number 03670**

MIS Internship Supervisor: **Elota Patton**

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Online Petition Form: <https://acsprod.mcombs.utexas.edu/MOR/ba353/default.aspx>

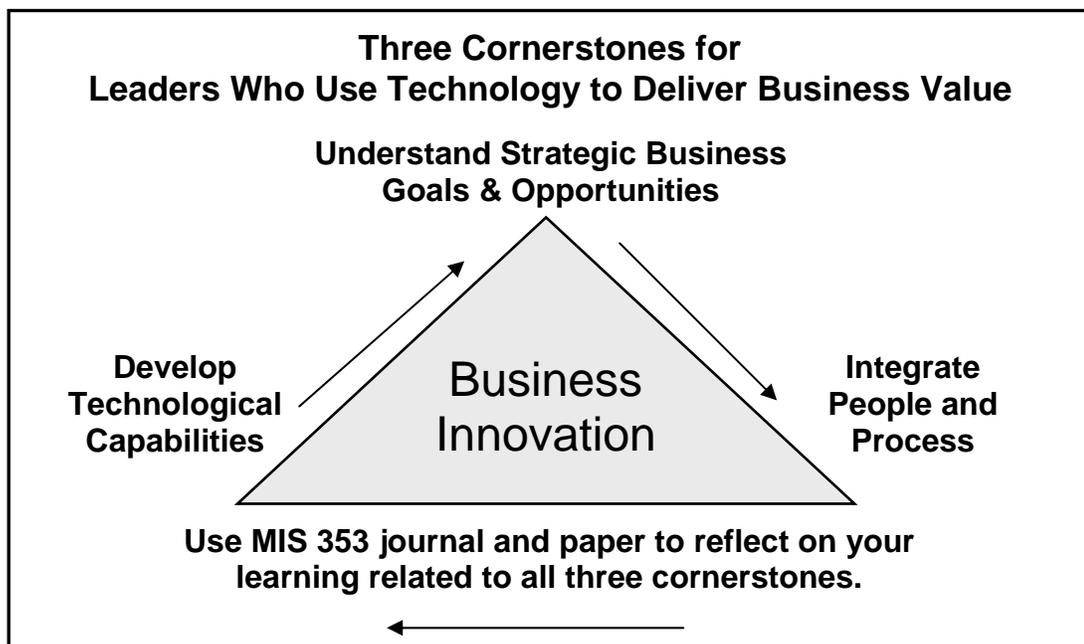
Online syllabus: <http://www.mcombs.utexas.edu/faculty/elota.patton/MIS353/>

The University of Texas MIS BBA Program mission is to develop leaders who leverage technology for strategic business value.

### **MIS 353 Assignments and Grading Weight**

<i>Work Hours - minimum</i>	160 hours over summer or long semester
<i>Daily Journal</i>	30% of final grade
<i>Employer Documentation Form</i>	10% of final grade
<i>Final Paper</i>	60% of final grade

**Purpose:** The purpose of MIS 353 is to give feedback and a format for reflection for MIS majors doing professional internships that advance their education and employability. UT MIS majors, as future graduates of one of the top programs in the country, are expected to do more than learn technology. They are expected to deeply understand the relationship between technology, people, and strategic business process and how that process leads to business innovation. MIS majors keep a journal and write a journal to reflect on their learning in a parallel process with doing the actual work of the internship; they write a final paper to explore what they need to learn next.



## Spring 2010 Intern Due Dates

SPRING – Spring interns enroll in the spring class and do the internship during the spring semester.

- **Orientation Meeting Date**– Tue, Feb. 9 (5:15-6:00 pm, GSB 2.124)
- **Deliverable Due Dates** – bring HARD COPY to IROM Office, CBA 5.202, Attention Elota Patton, and they will put it in my mailbox.
  - **JOURNAL** – due Friday, April 16, 2010, by 5:00 pm (IROM office closes)
  - **FINAL PAPER** – Friday, April 16, 2010, at 5:00 pm
  - **DOCUMENTATION FORM** – Friday, April 16, 2010, at 5:00 pm

**Journal Content, Due Dates & Format:** A hard copy of your internship journal is due on the date listed above. Please type your journals as a stapled, 12-point, single-spaced word document with a space between entries. Begin the first page of the journal using the memo format below to remind me of where you are working, what you are doing, and how many hours you have completed so far. (You don't need a separate cover page—why waste paper?) Journal entries should be a brief (1-2 paragraph), record of what you do and learn on the job, with an entry for each day you work. You must keep a journal for 140 hours over at least a six-week period. If you work full time, you will complete your 140 hours in a month, but keep the journal up for the full six weeks, as we want you to reflect on your learning over a little longer time period than one month.

**Journal Memo Format:** Use the format below. Only put the memo header on the *first* page. Do NOT use a header for each day's entry.

Date: Journal date or date you submit (e.g., August 31, 2007)  
To: Elota Patton  
From: (your name)  
Job: (brief job/internship description)  
Company: Company where you are working  
Hours Worked: Total hours worked as of the above date  
Subject: (Subject Line Describing Your Learning)

(Jump right in on the same page and begin your journal entries)

June 2 – Began work today. Got a desk and computer and then had to wait around an hour for computer services to set up my email account. Went to lunch with my supervisor, Annette, and the other three interns. Annette talked about the company culture, explaining... I also got my first work assignment, which is \_\_\_\_\_. This assignment will add value to the business by \_\_\_\_\_.

June 4 – I started digging in on my assignment today. I am developing a database that will allow salespeople to view customer data for the last three years. Access to this database will help salespeople better manage their time because they can sort for the hottest leads for new products based on customers' past buying habits. (Note that the

journal writer is discussing the **business purpose** of the project – a requirement in your journal.)

### **MIS 353 Journal Purpose**

Use your journal to integrate your learning about people, technology, business process, and business goals. The doing and learning can be technical, organizational, or interpersonal. You may write about a program you are writing on one day, interactions with co-workers on the next, and organizational insights on another. The purpose of the journal is to help you integrate your learning about the job and your role with this company. You can also use the journal to explore your understanding of the work world and where you want to go next in your career. This regular examination of your learning will make you more effective and employable, and will help you decide if this is the right work for you.

### **MIS 353 Final Paper Purpose**

The final paper is a tool to help you integrate learning from the internship and focus on what you need to learn next for your career. It may also provide a document that future interns can examine in order to learn more about a company. Because this information will be seen by me and perhaps by others, it is vital that you NOT include any confidential information about the company for which you work.

**Sample Final Paper Memo Format:** The final paper is due by the announced deadline, in memo report format, simply stapled, using a standard font and 12-point type, and should be 10 pages long (double-spaced and including the Works Cited page). See sample memo format below:

Date: April 17, 2009  
To: Elota Patton, MIS Internship Coordinator  
From: **(Your Name Goes Here)**  
Subject: **(Subject Line Describing Content of Your Paper)**

**Final Paper Research:** The final paper must reference at least five (5) articles from reputable journals, newspapers or magazines that illuminate and add to your learning about working in a professional organization. Articles can be about teamwork, technology, company cultures, giving feedback in the workplace, or any topic that logically relates to your professional learning during the semester.

**Interviews:** To add to your learning, you will also need to interview at least two people from the company where you interned **or** from a company where you are interested in working. One of these interviewees can be a peer, and one should be someone working in a higher position than yours. **YOU DO NOT NEED TO TRANSCRIBE YOUR INTERVIEWS.** Just include a quote or two where relevant and cite interviewees in the Works Cited by name, title, company, and date interviewed.

**Citations:** Include clear in-text citations and a complete works cited page (including your interviews) using MLA style. (For an online style resource, go to <http://www.lib.utexas.edu>, Quick Reference, [Style Manuals in Brief](#), and choose one of the MLA Format pages.)

**Internship Documentation Form:** At the completion of the internship, each employer must complete an Internship Documentation form and return it to the Internship Coordinator before the end of the semester. With the new online internship system, the documentation form is automatically sent to the employer whose name you enter in the supervisor field. If you don't know your supervisor and leave the field blank, the system will email you two weeks after your internship start date to ask you to complete all the fields. Then, when you have put in the correct supervisor information, the system will send the supervisor the information they need to complete your documentation online. They will also get a reminder if they do not send it in upon the first request. It would be useful if you fore-warned them about the form and pleasantly checked in to see if they have sent it.

**IMPORTANT NOTE FOR DOCUMENTATION FORM DEADLINES:** The McCombs internship petition information system is set up so that your supervisors get an email notification about submitting your documentation form two weeks before the end date of your internship. Since you must submit all of your materials by April 16, 2010, it's a good idea to make the end date of your internship no later than April 16, even if it runs longer. This way, your supervisor will get a reminder in good time.

**The Final Grade:** All McCombs BBA internship classes are graded on a credit/no credit basis.

If your employer does not receive the documentation form please check your supervisor information at <https://acsprod.mcombs.utexas.edu/MOR/ba353/supervisor.aspx>. If all else fails, I can send you a hard copy of the form and employers can mail documentation forms to this address:

Elota Patton, MIS Internship Coordinator  
University of Texas  
IROM Department, CBA 5.202  
1 University Station, B6500  
Austin, Texas 78712  
(512) 471-3322 – IROM Office

or fax to (512) 471-0587 ATTN Elota Patton  
or e-mail to [elota.patton@mcombs.utexas.edu](mailto:elota.patton@mcombs.utexas.edu)  
or hand deliver it to Patton's mail box in the IROM Department, CBA 5.202.

**However, our preference is to have the form in the IT system, so please check your supervisor contact information and internship end dates at <https://acsprod.mcombs.utexas.edu/MOR/ba353/supervisor.aspx>.**