Internship Course Packet
BCIS 4800

Faculty Contact
Dr. John Windsor – Faculty Intern Coordinator
john.windsor@unt.edu | BLB 312 K | (940) 565-4147

Intern Coordinator
Brian Hirsch, Ed.D.
brian.hirsch@unt.edu | BLB 136 | (940) 369-7238

Course Requirements:

Work Hours Required: 240
Learning Objectives: Yes
End of Semester Evaluations: Yes
Weekly Emails to Dr. Windsor
Report Information: e-mail to Dr. John Windsor (john.windsor@unt.edu) copy to Dr. Brian Hirsch (brian.hirsch@unt.edu)

Special Instructions:

NOTE: Communication with students and supervisor throughout the semester depend on the correct information being available in Eagle Careers and Report an Intern. Assuring the information is correct is the student’s responsibility. If information is not up-to-date and reports or assignments are not completed it may result in an incomplete or non-pass.
After You are Hired:

Once you have obtained an internship position (subject to approval as noted below):

1. Prior to receiving, this Internship packet you must have completed the online ‘Report an Internship Hire’ found on your Eagle Careers account. This begins the enrollment process for your internship. Please follow all instructions.

2. After filling out the ‘Report an Internship Hire’ on your Eagle Careers account
   • It will be forwarded to the intern coordinator for review
   • It will be forwarded to Dr. John Windsor (john.windsor@unt.edu) approval. After this, you will receive permission to register for BCIS 4800.

3. During the semester, you will be asked to complete several required tasks as outlined below. (Please go to Blackboard for other documents related to these assignments)
   • Learning Objectives: A minimum of five and up to ten learning objectives, which describe what you expect to do and learn during the internship experience. This is the contract between you, the company, and the Faculty Internship Director. You will receive a link to the form approximately the first day of the semester and periodically thereafter if they are not submitted online. These objectives must be developed with input from your internship supervisor.
   • Student Evaluation: A link to this form will be sent to you later in the semester. This is a detailed evaluation of the internship filled out by you and submitted online.
   • Employer Evaluation: A link to this form will be sent to your supervisor of record later in the semester. Please be sure the correct supervisor and their email address is listed in your Report An Internship Hire. If this information changes, please update the information in your Report An Internship or contact Dr. Brian Hirsch (brian.hirsch@unt.edu).

4. Important: Please locate the Evaluations and Report Deadlines sheet for this course in Blackboard.

5. Registering for BCIS 4800: After a verification and approval process, you will receive an email from the Intern Coordinator (Dr. Brian Hirsch) granting you permission to register for the course. You will be instructed to register and pay by the registration deadlines.

After You Start Your Internship

• Complete and submit the online Learning Objectives by going to the link provided via email. You should review these with your Supervisor within the first two weeks at your internship. If you and your supervisor decide that changes or additions need to be made you can edit the form as appropriate.

After completing the required 240 hours:

Submit the following via email or Eagle Careers depending on which system is requesting the assignment:
1. Completed student evaluation of your internship submitted through Eagle Careers
2. Completed employer evaluation of your internship performance completed and submitted by your supervisor to Eagle Careers
3. Submit weekly reports to the faculty advisor each Friday of the semester
4. The content of the report must include:
   a. What you did this week
   b. What you learned this week
   c. The weekly report should be one page in length