DEPARTMENT: Mathematics

COURSE: MAT 4900

TITLE: Internship I

DESCRIPTION: This is part 1 of a two-semester sequence. Students will complete 120 hours within an internship program. A student log/journal will be kept. Employer’s evaluation will indicate that the student is eligible for MAT 4901.

CREDITS: 2

PREREQUISITES: Departmental Approval

Requirements:

I. Before registering for MAT 4900 students should have a Career Objectives form signed by an advisor.

II. After registering for the internship, students should complete a Contact Information Form.

III. During the internship students should:
   1. Keep a Log of dates, hours and daily activities.
   2. Meet regularly with the internship coordinator.

IV. To receive credit students must work 120 hours in the host organization under direct and regular supervision of the internship coordinator. At the end of the internship, students must provide:
   1. A completed Self-Evaluation Form.
   2. An Evaluation Form from the employer or supervisor.
   3. A Log.
   4. A Written Report. This should include a paragraph on the company or organization where the student completed his/hers internship.
   5. An oral presentation summarizing internship experience.
   6. An updated resume. Students will be required to attend workshop on writing a resume offered by the placement office.
   7. An Internship Reflection Form.

V. The grade will be calculated as follows: 25% oral presentation, 25% written documents, 25% supervisor evaluation, and 25% level of difficulty.