

COLLEGE OF COMPUTING AND INFORMATION
Department of Information Studies
University at Albany

IST 668 – Internship Placement Procedure

1. Student meets with faculty advisor to make sure requirements for internship are met (core concentration courses; minimum of 24 credits). Advisor signs Internship Application Form.
2. Student submits the following to the Internship Coordinator:
 - Internship application (student may indicate on the application that there has been initial contact or suggest a placement site)
 - Resume
 - E-mail electronic copy of resume
3. Internship coordinator contacts student to discuss all options
4. Internship coordinator contacts potential mentors to see if there is interest in having an intern and, if so, shares student resume (thus, the need for an electronic copy of the resume)
5. After a positive response, student contacts mentor and requests an interview. Goals, potential projects, and scheduling details should be discussed.
6. After the interview, both student and mentor contact the Internship coordinator. Both parties should indicate comfort with the placement.
7. The student then receives a class permission number from the Internship coordinator to register for IST 668