Management Information Systems Internship -MIST 480\*

**Frequently Asked Questions**

**Below are a set of frequently asked questions regarding the MIST 4800 (4801, 4802, 4803) internship course.**

**If your question is not answered below, please contact an MIS academic advisor.**

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| **Obtaining an internship** | **Registering** |
| **Q: How do I obtain an internship?**  **A:** Students are responsible for obtaining an internship. There are many resources to utilize for internship opportunities:   1. UGA Handshake 2. UGA Career Fairs (held every fall and spring semester) 3. Attending company presentations organized by our student organizations (SMIS, WIT, etc.) and establishing relationships with the presenter(s) 4. MIS-MAJORS listserv (opportunities are emailed regularly) 5. Meeting with your career consultant at the UGA Career Center 6. Network! Ask friends and family about opportunities Essentially, there are many ways to obtain an internship.   **Q: Does my internship qualify for course credit?**  **A:** Internships must be Information Systems related and involves at least 200 hours of IS related work over the course of the semester.  **Q: Do I qualify to receive course credit?**  **A:** To obtain course credit (*MIST 4800, 4801, 4802*) for your internship, you must be an accepted Management Information Systems major and have met the respective pre- requisite(s) with a grade of C or better.  **Q: Can I receive credit for a past internship?**  **A:** No; You must register for *MIST 4800, 4801, 4802 or 4803*  **before** the internship begins.  **Q: How can I receive credit for an Area of Emphasis (Data Analytics or Information Security) or Certificate in Fin-Tech? A:** Receiving internship credit for an area of emphasis or certificate is tentative. A decision will be made by the MIS department at the completion of your internship. Additional assignments will be required if pursuing credit for an area of emphasis or certificate.  **Q: Can my internship credit count towards my one required MIS major required elective?**  **A:** Internship credit will satisfy 3 hours of your Terry prefix Upper Division General Elective (UDGE) requirement, It **will not** satisfy your one required MIS elective.  **Q: How is the internship graded?**  **A:** As either Satisfactory (S) or Unsatisfactory (U). | **Q: Do I have to pay tuition?**  **A:** As with any class that you register for, yes, you must pay tuition. You may visit the Bursar’s website for more information on rates/fees.  **Q: Can I register after the drop/add date?**  **A:** No; The assignments/hours that you must complete are aligned with the semester.  **Q: Can I register in the fall semester for an internship in the summer semester?**  **A:** No; You must register for the course credit during the semester in which you are working the internship.  **Q: I found a qualifying internship, and I qualify to receive credit. How do I register?**  **A:** Complete the internship form via Qualtrics, available on the MIS advisor webpage. Once your internship has been approved by the MIS department, you will receive an email informing you that you have been given permission to register for *MIST 4800, 4801, 4802 or 4803***. You must register for the course after receiving email confirmation.**  **Q: When are internship forms due?**  **A:** Internship forms are due before the last day of drop/add the semester in which you are completing your internship. Please speak with an academic advisor if you are unable to complete the form before that date.  **Q: Do I have to register for the class?**  **A:** If you wish to obtain academic credit you must register for the course during the semester in which you are working at the internship. Some students may not need/desire to receive academic credit for the internship. In this case, you do not need to register.  **\*Q: How do I obtain a faculty sponsor (see internship form)? A:** Please leave this area blank on your internship form, an academic advisor will follow-up with you after you have submitted the internship form. *You do not need to seek a Faculty Sponsor on your own.*  **Q: Can I enroll in MIST 4800, 4801, 4802 or 4803 more than once?**  **A:** Please consult with an MIS Academic Advisor. |

**MIST 4800**-Management Information Systems Internship or Cooperative Education/ **MIST 4801**- Internship in Data Analytics/ **MIST 4802** Internship in Information Security/ **MIST 4803**-Internship in Fin Tech