

IS Practicum Approval Form (ISOM 560 or ISOM 520)

Instructions:

If you need assistance finding an IS Practicum or need additional information, contact the IS Practicum Coordinator – Professor Laurie Zouharis, lzouharis@suffolk.edu

1. Fill out this form
2. Send an email **with the subject IS Practicum** to isom@suffolk.edu with the following:
 - this form
 - job description
 - your resume
3. After the material is submitted, you will be contacted by the IS Practicum Coordinator with an approved form or a request for additional information. After approval, the registrar to be notified to register you in ISOM 560/520. You will not be able to register for ISOM 560 or ISOM 520 using MySuffolk.

It is the student's responsibility to:

- Find the professional information systems position
- Obtain prior approval for your professional experience position
- Log your activities and accomplishments during your position
- Obtain a letter from your employer that includes the necessary information

Date: _____ Student ID: _____

Student Name: _____

Student Expected Graduation Date: _____

Student Suffolk Email: _____

ISOM Faculty Advisor: _____

ISOM 560 _____ or ISOM 520* _____

Organization Name: _____

Organization Address: _____

Supervisor's Name: _____

Supervisor's Phone: _____ Supervisor's email: _____

Internship Job Title: _____

Internship Job Responsibilities:

Total Expected Hours at Internship: _____ Internship Expected Date of Completion: _____

After Approval of your Practicum, the registrar will be notified and you will be register you for ISOM 560/520.

What semester would you like to be officially enrolled in ISOM 560/520? _____

ISOM Practicum Coordinator Approval

Signature: _____ Date: _____

*ISOM 520 is a 3-credit graded course and may increase your tuition.

Each student with the IS Practicum Coordinator will develop the grading criteria for ISOM 520.

Post-Practicum Paperwork

Upon completion of the practicum or before the end of the semester, a letter from your employer is needed. (If more than one job is used to satisfy this requirement, a letter is required from each employer.) The letter should be on company letterhead. This letter must include:

- Description of the position including tasks, skills acquired, primary accomplishments and other pertinent information
- A statement that the student has worked over 150 hours or the number of hours the student has worked in the information technology or information systems related position
- Evaluation of the student's performance
- Student's supervisor's email and telephone number for verification purposes.

In addition to the employer's letter, each student needs to submit (via email) their answer to the following questions:

- What were your primary activities?
- What were your major accomplishments?
- What did you learn during and from your practicum?

This letter can be mailed, faxed to (617) 994-4228, or emailed to isom@suffolk.edu. The letter should be addressed to:

ISOM Department
ATTN: Practical Experience Coordinator
Sawyer Business School
Suffolk University
8 Ashburton Place
Boston, MA, 02108