

CSS Internship Requirements

1. You must enroll in CSS 493 in order to receive MSU credit for your internship. The internship is 3 credits.
2. Complete the Professional Internship Training Agreement Form with your employer. Sign the form and have your employer sign it. Submit the signed form to Dr. Karen Renner for her signature. You will then be enrolled in the internship summer semester. You can scan or send a jpg file. Be sure there are details included in the description of the internship responsibilities and learning outcomes. If there was an internship position announcement that included this description, the announcement can be attached to the Agreement Form.
3. Students that receive financial aid must be a full time student = 6 credits in the summer for financial aid. If you receive financial aid you must register for another class to total 6 credits or pay the three credits of tuition yourself for summer semester.
4. The Professional Internship Form must be completed prior to your internship.
5. Provide your summer address, email address, and cell phone number so that you can be contacted.
6. Provide the name, address, and cell phone number of your immediate supervisor during your internship so that person can be contacted.
7. Keep a weekly log to assess your accomplishments. Turn in weekly internship reports on the D2L web site (see the example weekly report posted on the D2L web site) when summer semester begins.



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8. Take pictures throughout your internship. Attach a picture or two to each of your weekly reports. You will need this photo-documentation of the internship for use in your presentation in CSS 192 or another class in the fall.
9. Dr. Renner will arrange a time to visit you on your internship one day in late June, July, or early August.
10. Ask your employer to complete the evaluation form and return it to Dr. Renner (address on form).
11. At the conclusion of your internship, submit a typed, double-spaced paper that summarizes your internship and how the internship has influenced your career plans. This paper is submitted to Dr. Renner on the date of your oral presentation during fall semester (see the guidelines in the other file and posted on the D2L web site).
12. Give an oral presentation about your internship in CSS 192 fall semester following completion of your internship. Your presentation should be 8 minutes in length, using Power Point, and should include:
 - a. How you found your internship
 - b. What you did during your internship
 - c. What you enjoyed doing/didn't enjoy doing
 - d. What you learned during the internship
 - e. What you would do differently if the internship were repeated
13. Your internship grade is Pass/Fail and your grade will be turned in fall semester once your internship is completed: weekly reports, summary paper submission, and professional presentation. Your summer semester grade will show an I (incomplete) and that will change to a P or F after fall semester.