

Department of Applied Computing and Engineering Technology

INFORMATION TECHNOLOGY INTERNSHIP GUIDELINES*Internship Faculty Contact: Thomas Gallagher • thomas.gallagher@umontana.edu • (406)243-7814*

Tasks performed by information technology students vary depending upon the business environment facilitating the internship. The internship supervisor should expect students to possess basic skills involving computer hardware, operating systems, networking, office productivity applications, database management, web development, and software development. Projects assigned during internship experiences should be geared to reflect the unique skill sets of these students. The objectives below serve as guidelines for the intern and supervisor in designing a successful work experience applicable to the internship site.

- Select hardware and software to meet needs of business
- Install, troubleshoot, repair and/or upgrade PC hardware, peripherals, operating systems, network connectivity, and application software
- Design, install, troubleshoot, configure, monitor, and maintain networks, including hubs, switches and routers
- Perform routine backup, restore, and virus protection
- Provide user support at all levels
- Utilize Internet resources to research and resolve technical issues
- Design, develop, manage, and support informational databases
- Develop and support windows-based and web-based software applications
- Documentation of enterprise information systems
- Develop policies and procedures for the ethical use of computers
- Customize software programs for business application and user requirements
- Create and maintain web sites
- Design, develop, and support database applications
- Create and present multimedia presentations
- Develop and deliver workshops or in-service training
- Maintain professional demeanor and positive interaction with co-workers and supervisors

Student goal #1, including objectives to meet goal:**Student goal #2, including objectives to meet goal:****Student goal #3, including objectives to meet goal:**_____
Student – print Date_____
Supervisor – print Date_____
Student – signature Date_____
Supervisor – signature Date