Internship process

The semester depends on when the student is planning to complete the internship. See highlighted below.

1) In order for your internship to count for IT4790 you need to go the IT internship website, [http://ceit.georgiasouthern.edu/it/students/forms/](http://ceit.georgiasouthern.edu/it/students/forms/), and complete the Online Application Form
2) Have your supervisor fill out the Employer Request for Information Form
3) Email a signed contract (see Sample Internship Contract) to Ms. Michelle Smith (IT Dept. secretary). Her e-mail is michelles@georgiasouthern.edu
4) Dr. O'Malley will then review the internship to make sure it meets the IT 4790 requirements.

Once this is done, Ms. Smith will register you for IT4790.

During the internship you need to submit:

1) A weekly work log
2) Have your supervisor complete the midterm and end of term evaluations.
3) At the end of your internship you will need to submit the final report and summary work log. *Folio is used for IT 4790 and you will submit all your documents through it.*

Please let Dr. O’Malley know if you have any questions.

**Dr. O’Malley’s Contact Information:**

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