

Kent State University
Master of Science in Information Architecture and Knowledge Management
Internship Contract and Approval Form
IAKM 60792 – 1 - 3 credit hours

Basic Guidelines:

- In order to earn 3 credit hours for internship work, the student must account for 150 hours of work.
- For the internship, this is generally divided between clock (work) hours and a paper or project related to the internship experience.
- The internship must be approved by the IAKM Director before the IAKM Office will register the student for the internship.

STUDENT INFORMATION

Name _____

Address _____

City/state/zip _____

Home phone _____ Work phone _____

Email _____

SITE INFORMATION

Anticipated schedule for internship experience _____

On-site internship supervisor _____

Title _____ Work place _____

Address _____

City/state/zip _____

Work phone _____

Email _____

Date of initial meeting with on-site internship supervisor _____

Please attach:

- 1) **Outline of work plan and timeline: (List anticipated experiences and approximate hours for completion. Attach additional material as necessary.)**
- 2) **Outline of paper/project in conjunction with the internship experience.**

Student Signature Date

On-site Internship Supervisor Date

IAKM Internship Advisor Date

IAKM Director Date

Concentration(s) Approved for: IA IU KM Credit hours (1-3) _____