Master of Information Management

Internship and Capstone Information Session
MIM Internship Experience
MIM internship Experience

Internship

INFM 736
MIM Internship Information Session Preparation

- Review the Internship Description:
  - [http://ischool.umd.edu/content/internship-and-capstone-experience#Internship](http://ischool.umd.edu/content/internship-and-capstone-experience#Internship) (INFM 736 - Information Management Experience)

- Read the Frequently Asked Questions (at the bottom of the Internship Description).
The purpose is to expand your knowledge, skills, and experience related to information management.

All MIM Internships should involve completion of tasks and/or projects that are:

- Related to information management;
- Substantial additions to your experience;
- Representative of the types of activities that would be performed by an information management professional;
- Conducted in a domain that is related to your professional goals.
The purpose of INFM 736 is to develop your ability to:

- Describe your professional goals and plans;
- Identify and evaluate opportunities and resources with respect to your goals;
- Network with other IM professionals;
- Make the most of your internship experience.

Your work at the internship company is NOT INFM 736

- Your course work is expected to be completed in addition to the hours of your internship.
Types of Internship

- Internships can be:
  - Full-Time Internship;
  - Part-Time Internship;
  - “In place” internships (i.e. internship projects).

All MIM internships should involve:
- Substantial IM/IS/IT work;
- A new experience/organization/project/role;
- At least 120 hours of effort;
- An external (not on campus) sponsor.
MIM Internship Mechanics

- Make arrangements with an internship sponsor/company

- Complete Internship Form
  - [http://ischool.umd.edu/content/infm-736-internship-form](http://ischool.umd.edu/content/infm-736-internship-form)
  - Internship Plan
  - Internship Offer

- Register for INFM 736 (testudo.umd.edu)

- Complete the internship and INFM 736
  - Curricular Practical Training (CPT)
INFM 736 Activities

- Class activities:
  - Professional development plan;
  - Professional resource review;
  - Internship deliverables:
    - Internship plan;
    - Internship status update;
    - Internship wrap-up.
  - Internship kick-off discussion:
  - Internship update sessions:
  - Wrap-up sessions:
  - Online discussion of professional development plans and resources.
Registering for INFM 736

- Process:
  - Go to course registration (testudo.umd.edu)
  - Enter -- INFM736; Section: 0101; Credits: 3
  - Change the Grading Method to "S/F"
    - Note: it should NOT be "Reg"
  - Press the Enter key
  - A message appears: "You are adding/dropping a Non-Standard Course INFM736 0101 ([Begin date] – [End date])"
  - Press the Enter key
- You are registered!
Register for INFM 736:
- After completing INFM 600, 603, 605, 612;
- During the summer between your 1\textsuperscript{st} and 2\textsuperscript{nd} year.

You \textbf{must} register for INFM 736 by the first week of classes.
- \url{http://oes.umd.edu/summer-term/fees-payment-financial-aid/payment-information}
You must meet the following requirements to opt out of INFM 736:

- 2 or more years of MIM-relevant work experience (evaluated on a case-by-case basis)
  - Work that involves information management related expertise, mentoring, learning, and active leadership.
The majority of students complete their internships along with INFM 736 during the summer (between their 1\textsuperscript{st} and 2\textsuperscript{nd} years of study).

Other options
- Find a MIM-relevant part-time position;
- Find a MIM-related volunteer position;
- Look for a position during the Fall (and register for INFM 736 then).
  - **INFM 736 WILL NOT BE OFFERED DURING THE SPRING 2016 SEMESTER**

For more resources related to these option see: [http://ischool.umd.edu/content/field-study-internships](http://ischool.umd.edu/content/field-study-internships)
CPT and Other International Student Questions

- [http://globalmaryland.umd.edu/offices/international-students-scholar-services/curricular-practical-training-cpt](http://globalmaryland.umd.edu/offices/international-students-scholar-services/curricular-practical-training-cpt)

- [http://www.international.umd.edu/ies/1431](http://www.international.umd.edu/ies/1431)
MIM Capstone Experience – INFM 737
The purpose is to allow you to work on an individual project to provide thoughtful-leadership and client management.

The project provides an opportunity to:

- Showcase your capabilities;
- Synthesize your knowledge;
- Further develop problem-solving and project development skills;
- Communicate as an IS expert;
- AND LEARN.
INFM 737 Mechanics

- Taken during your last semester;

- Project length:
  - 10 – 12 weeks
  - 100 hours of effort

- Assigned project by the professor
  - Based on preferences you provide to the professor;

- Types of project:
  - Exploratory;
  - Analytical;
  - Strategy oriented;
  - Technical.
INFM 737 Activities

- Working with the project client (and guided by the professor) you will:
  - Develop a Project proposal
    - Including project definition, scope, and motivation
  - Research state of current knowledge about the project topic
  - Analyze sponsoring organization
    - Including industry position and the role of technology
  - Assess relevant technologies
  - Deliver a final product
    - Can include recommendations, contributions, prototypes, and/or a functional system
Registering for INFM 737

- Process:
  - Go to course registration (testudo.umd.edu)
  - Enter INFM737; Section: 0101; Credits: 3
  - Change the Grading Method to "S/F"
    - Note: it should NOT be "Reg"
  - Press the Enter key
  - A message appears: "You are adding/dropping a Non-Standard Course INFM737 0101([Begin date] – [End date])"
  - Press the Enter key
  - You are registered!
MIM Thesis

- If you are a MIM thesis student, you don’t have to complete INFM 736 and 737 courses

- Thesis Process
  - Find a faculty advisor
  - Take INST 701 (Research Methods) or a comparable course before you start your thesis
  - Register for and complete a 2 semester thesis project (INFM 799 x 2)

- For more information about the thesis option: [http://ischool.umd.edu/content/mim-curriculum](http://ischool.umd.edu/content/mim-curriculum)