

College of Information
Technology



CIT UNDERGRADUATE ADVISEMENT MANUAL

2008-2009

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Advisement

Philosophy

Georgia Southern University accepts the premise that ultimately a student's program is his or her own responsibility. Any system of advisement must reflect students' freedom of choice and their right to make their own decisions. It is required that students see their advisors prior to registration each semester to have their classes approved and to receive their Registration Access Number (RAN). Students should meet with their advisors at other times in order to plan programs carefully and make sure all requirements are being met.

It is the institution's responsibility, however, to provide guidance, information, and assistance to the student whenever possible. It is the institution's responsibility to see that advisors have accurate information, that they are concerned about the students, and that they are accessible to the students on a reasonable basis. It is the institution's responsibility also to give the necessary support to those faculty members who choose advisement as an area of service and to see that good advisement is appropriately included in merit considerations.

Georgia Southern University also accepts the philosophy that faculty members should be involved in student advisement whenever possible since they provide a necessary academic orientation to the process. It is important that the students have as much direct contact with faculty as possible and advisement is a particularly individualized avenue of communication. Advisement also provides the faculty member with a vital area of service.

Definition of the Role of Advisors

Advisors should fill three roles for students. They should serve as resource persons, providing information about university programs and institutional requirements to assist students in developing the most coherent plan for their college years. Second, they should serve as a link between students and the university community, referring them to areas of assistance and familiarizing them with the resources provided by the institution to meet whatever needs and goals they might have. Finally, advisors should assist students in understanding the nature and purpose of higher education and help them develop self-direction in the process of decision-making.

Responsibility for Advisement

Advisement for students who have declared a major is provided by faculty and/or professional staff advisors in centers or in faculty offices. The College of Information Technology, College of Business Administration, College of Education, College of Health and Human Sciences, College of Liberal Arts and Social Sciences, and the Allen E. Paulson College of Science and Technology all have established advisement centers. Majors in International Studies and International Trade are advised in the Center for International Studies. Graduate students are assigned faculty advisors. Students in the Bachelor of General Studies are advised in the College of Liberal Arts and Social Sciences advisement center. Advisement for students who have not declared a major is provided through the First Year Experience Program, ground floor, Williams Center. Transient, post-baccalaureate, and non-degree students are advised through the Registrar's Office.

The Academic Advisement Council consisting of key personnel from across campus meets on a monthly basis and serves to coordinate advisement activities at Georgia Southern University. The Council is chaired by the Associate Provost for Academic Affairs.

Academic Policies

A student shall be considered in good academic standing unless he/she has been excluded from the University and not readmitted. A student whose total GPA falls below 2.0 will be subject to the policies listed below.

Probation

Probation serves as a notice that academic dismissal from the University will follow unless the quality of academic work improves and the terms of probation are satisfied. A student will be placed on probation at the end of any term in which the total institution cumulative GPA drops below 2.0. Probation status is noted on the student's transcript. A student will be allowed to continue on probation a maximum of two successive terms of enrollment as long as he/she maintains a term GPA of 2.0 or better. Probation will be removed at the end of any term in which the total institution cumulative GPA has not reached 2.0. If at the end of two successive terms of enrollment the total institution cumulative GPA has not reached 2.0, the student will be placed on Restricted Enrollment or Exclusion.

If a student returns to satisfactory status (2.0 or better total institution cumulative GPA) and later falls below again, the student will again have two successive terms to reach a total institution cumulative GPA of 2.0 as long as the term GPA is at least 2.0.

Academic Intervention Policy

Any student with fewer than 30 overall GPA hours and whose total institution cumulative GPA is 1.5 or below must meet the following conditions (This policy also applies to transfer students.):

1. Must enroll in no more than 13 hours until the total institution cumulative GPA is above 1.5. The typical load would be academic courses for 9-10 hours, GSU 1120 for 2 hours (see#2 below), and a physical activity course (KINS prefix) for 1 hour.
2. Must enroll in GSU 1120, "Methods of Learning", unless the student has completed that course with a minimum grade of "C" prior to Spring 2002, or a grade of "S". The GSU 1120 course is specifically designed to improve study skills and overall academic performance. Students who do not attend as required will receive a grade of "F".

Exceptions to this policy must be approved by the Office of the Registrar. In addition to these requirements, students are strongly to have regular meetings with their advisors for periodic updates on academic progress, for consultation, and referral to appropriate support services as needed.

While on Academic Intervention, a student may pre-register for a subsequent term without being subjected to the Academic Intervention Policy.

Restricted Enrollment

Restricted Enrollment only applies to a student who has not had a prior exclusion. Restricted Enrollment will occur in either of the following two conditions:

1. Failure to earn a term GPA of 2.0 or better while on probation or failure to remove probation status after two successive terms of enrollment.
2. When a student is enrolled in 9 or more hours of course work at the 1000 level or above, completes the term, receives grades other than "I" or "W", fails to earn any credit for that term, and the total institution cumulative GPA is below 2.0.

A student on Restricted Enrollment will be subject to probation requirements with the probation counter starting over the first term on Restricted Enrollment. Therefore, if a student earns a term GPA below 2.0 while on Restricted Enrollment and the total institution cumulative GPA is below 2.0, or fails to earn a total institution cumulative GPA of at least 2.0 within two terms after placement on Restricted Enrollment, the student will be excluded.

The student should meet with his/her academic advisor to discuss ways to regain good standing.

Exclusion

Exclusion is an involuntary separation imposed upon a student who has previously been on Restricted Enrollment and who fails to meet the terms of Probation. Exclusion results when a student in this situation either fails to earn a term GPA of at least 2.0 GPA or fails to clear Probation by the end of two consecutive terms of enrollment. ***You must earn at least a 2.0 GPA the first term on Probation to qualify for the second consecutive term.*** The purpose of Exclusion is to allow the student time to reflect on the jeopardy of his/her academic status. A first Exclusion is for one term. The summer term will be treated as any other term, including terms of involuntary separation. Any subsequent Exclusion is for one calendar year. A student who is readmitted after an Exclusion must enroll under the conditions of Probation. Academic Exclusion will also result when a student is enrolled in 9 or more hours of course work at the 1000 level or above, completes the term, receives grades other than "I" or "W", fails to earn any credit for that term, and the total institution cumulative GPA is below 2.0.

Readmission

A student who has been placed on first Academic Exclusion may apply for readmission to Georgia Southern University after remaining out for one year. A former student application should be submitted to the Registrar's Office for the term of readmission.

Right of Appeal

In all matters concerning Academic Exclusion, the student may appeal by writing to the Registrar and clearly stating the basis for an appeal. The appeal will be considered by the Academic Standards Committee.

Appeal forms are available online at <http://students.georgiasouthern.edu/registrar> and must be submitted electronically. Go to "Forms on Line," scroll down to the readmission appeal form, complete the form, and submit the appeal. An appeal should be submitted as soon as possible but must be received in the Office of the Registrar prior to 4 p.m. three (3) working days before the first day of University classes for the term a student is seeking readmission to Georgia Southern University. Individuals failing to satisfy the deadline may submit their appeal for the following term.

Requirements After Readmission

Following any academic dismissal and a subsequent readmission on probation, failure to earn a term GPA of 2.0 or better, or failure to remove Probation by the end of two successive terms of enrollment will result in Academic Exclusion.

Repeating Courses

An undergraduate student may repeat any course and the most recent grade becomes the official grade for the course even if the most recent grade is lower. All grades will be used in computing the total institutional GPA. The total institution GPA will be used to determine academic standing and graduation GPA requirements.

Attending Other Colleges and Universities

The University cannot request another institution to accept a student during any period of ineligibility at Georgia Southern University. No transfer credit will be awarded for credits earned at another institution during any period of academic or disciplinary ineligibility.

What We Do

Although many aspects of our job change during the semester, below is a small sampling of services we provide for CIT on a continual basis.

- ❖ Advisement
- ❖ Pre-requisite checks
- ❖ Change of Major
- ❖ SOAR sessions
- ❖ Recruitment – Open Houses
- ❖ Graduation Audits
- ❖ Evaluating student academic records for CIT requirements
- ❖ Maintenance of academic folders – posting grades, academic reports, etc.
- ❖ RAN
- ❖ BANNER related duties: Removing Major holds, Registering students for Internships, etc., Release pre-req holds with authorization
- ❖ Presentations to classes
- ❖ Website
- ❖ Statistical reports

Hours of Operation

Our office is operational from 8 a.m. to 5 p.m. Monday through Friday. Advisement and Appointments are made between the hours of 9 a.m. to 4 p.m. Monday through Friday.

GSU 1210

University Orientation: 1-0-1

Designed to help first year student understand the purpose of a college education, learn about college resources and requirements, explore values and interests, learn to make decisions and realistic choices, explore career objectives and programs of study, and establish supportive relationships with faculty and staff. Required during the first semester for undergraduates new to the university (except transfer students with thirty or more hours); students may not withdraw.

Effective Fall 2008 GSU 1210 will change to FYE 1220:

FYE 1220: First-Year Seminar

FYE 1220 is a two-hour seminar that serves as an academic, theme-based introduction to college-level inquiry and extends the orientation process into a student's first semester at Georgia Southern. Beginning in Fall 2008, the course will be required of all new students to the University, except transfer students who have earned 30 hours or more.

HLTH 1520/1520H/1520S

Healthful Living: 2-0-2

Introduces students to fundamental concepts associated with healthful living throughout the life span in modern society. Course content focuses upon the promotion of health and wellness within individuals, families and communities through an understanding of healthful living, development of healthy lifestyles and avoiding or overcoming harmful habits.

KINS prefix – Physical Activity Program

All students are required to take two, one-hour, physical activity courses. The goal of the Physical Activity Program is to help each student attain and maintain a degree of physical fitness and motor skill, as well as, develop an interest in lifetime physical activity. This goal is accomplished through imparting knowledge, movement techniques, strategies and rules of exercise, sport and physical activities. All courses are one credit hour. All students are required to read and sign the Departmental Agreement to Participate form prior to the first day of activity. All activities are taught at the beginning level unless described otherwise. The following courses require additional fees: KINS 1115, 2115, 1216, 2216, 1310, 2310, 1318, 2318. Please contact the Healthful Living and Physical Activity Programs Office (Hollis 1104) for detailed descriptions of all physical activity courses and for specifics regarding courses that require additional fees. Proficiency testing may be used to substitute for selected courses. Proficiency

testing is offered during the 10th week of Fall and Spring Semesters. Students wishing to satisfy the physical activity requirement through proficiency testing must contact the Healthful Living and Physical Activity Programs Office (Hollis 1104) prior to the test date. Courses may not be repeated for credit. A maximum of five physical activities may be applied to the 125 hours required for a degree.

Minors

Students in all baccalaureate programs who wish to do so may add a minor to their major programs of study from the following list of Minor Programs. The Bachelor of Arts (B.A) degree programs require a minor. The courses to make up the minor should be planned with the major advisor, unless otherwise noted.

Minors and second minors may be declared as early as the freshmen year but should always be declared as soon as possible so that students have adequate time to plan the completion of their minors. Minors may be declared by completing a Minor/Concentration Declaration Form. A student changing their major may also declare or change a minor by completing the “Minors” section of the Change of Major Form.

Within the fifteen hours of course work presented for the required minor in the B.A. programs or the optional minor in a bachelor’s degree program, the student must have a minimum total institution GPA of 2.0, with no more than three hours of “D” work. A minimum of nine of the fifteen hours must be earned at Georgia Southern University.

A maximum of three hours may be taken under the S/U grading system within any minor.

Information Systems/Information Technology (IS/IT)

Prerequisites:

CSCI 1236 – Introduction to Java Programming (3)

IT 1130 – Introduction to Information Technology (3)

IT 1430 – Web Page Development

Minor Program:

CISM 2230 – Advanced Java (3)

CISM 3135 – Systems Analysis and Design (3)

CISM 4134 – Data Management

IT 3234 – Software Acquisition, Integration, and Implementation (3)

Select one of the following:

CISM 3236 – Web Database Development (3)

IT 3131 – Web Applications Design and Development (3)

Computer Science (CS)

Minor Program:

CSCI 1301 – Programming Principles I (4)

CSCI 1302 – Programming Principles II (3)

CSCI 3230 – Data Structures (3)

CSCI 3232 – Systems Software (3)

Select one of the following Upper Division courses:

CSCI 5335 – Object Oriented Design (3)

CSCI 5432 – Database Systems (3)

Second Disciplines (Information Technology Majors only)

Students in the Bachelor of Science program in information technology (IT) are required to choose a focused application area to blend their IT knowledge with an expanded knowledge of the application area. Students should select a second discipline concentration or a minor no later than the beginning of the junior year. Each second discipline concentration consists of 3 semester hours in Area F and 15 semester hours specified by the academic unit offering the second discipline concentration. **Alternatively, with the approval of the chair of the Department of Information Technology, a minor plus additional coursework required to total at least 18 hours, will satisfy the second discipline concentration requirement.**

This is the list of available second disciplines is steadily growing. The following is a list of currently available second disciplines:

- Applied Integrated Manufacturing (being phased out)
- Computer Science
- Digital Imaging Systems
- Electronic Broadcast Media
- French
- Geographic Information Systems
- German
- Health Informatics
- Imaging Information Systems
- Information Technology and the Administration of Justice
- International Trade
- Military Science
- Multimedia for Information Technology
- Music Technology
- Spanish
- Technical Writing
- Technology Education Program
- Technology and Political Analysis
- Visual Communication Design

For approval of a minor plus additional coursework to satisfy the "second discipline" requirement, contact Dr. Art Gowan, Chair.

Specific “Pre” Requirements

All College of Information Technology students must satisfy the ‘Pre’ courses of study before they can officially declare in their major of study. However, once students satisfy their course pre-requisites, they may enroll in upper division courses. These courses must be completed with a minimum grade of “C” in each class.

Pre-Information Technology courses:

IT 1130: Intro to IT	IT 1430: Web Page Development
IT 2333: IT Infrastructure	CSCI 1236: Intro to Java Programming
CISM 2230: Applications Development	MATH 1111: College Algebra
MATH 1232: Survey of Calculus	MATH 2130: Discrete Math
STAT 2231: Intro to Statistics	

Pre-Computer Science courses:

MATH 1441: Calculus I	MATH 2242: Calculus II
MATH 2130: Discrete Math	CSCI 1XXX: Programming elective
CSCI 1301: Programming Principles I	CSCI 1302: Programming Principles II (enrolled)

- ⇒ Advise students to take English and Math classes as soon as possible.
- ⇒ MATH 1101 (Math Modeling) is now an acceptable prerequisite for CSCI 1XXX-programming elective; however, credit cannot be given for both MATH 1101 and MATH 1111.
- ⇒ Pre-CS students should take a programming elective before the end of their freshmen year.

We always advise students to take at least one class that they know will not be too difficult for them. What that class is depends on the likes and dislikes of the student.

B.S. Specific Requirements

- Students seeking credit for CIT courses via proficiency examination will be allowed only one opportunity to do so and must score a minimum grade of “C” to obtain credit.
- Students with a declared major other than BS, “Pre-Information Technology,” “Pre-Computer Science” or “Undeclared” may enroll in upper division courses offered by CIT subject to completion of any course prerequisites or permission of the department chair responsible for the course.
- Students classified as “Pre-Information Technology,” “Pre-Computer Science,” or “Undeclared” may not enroll in any upper division courses unless they have met all the necessary prerequisites.
- In order to change from “Pre-Information Technology” or “Pre-Computer Science” to “BS” status, a student must complete all “Pre” courses with a minimum grade of “C”.
- To qualify for graduation, BS students must (1) make a minimum grade of “C” in all courses used to satisfy their “Major Requirements” and (2) make a minimum grade of “C” in their Second Discipline Courses and Math courses.

NOTE: All students interested in the Bachelors of Business Administration Information Systems(BBA) degree program must be advised through the College of Business Administration (COBA) and adhere to all rules related to the College of Business. See the Office of Student Services in the College of Business, Room 1100.

Change of Major and Major Restriction Procedures

In order to change from “Pre” to “BS” status, a student must meet the following conditions: (1) have completed the ‘8’ required Pre-IT courses for Information Technology majors and the ‘5’ Pre-CS courses for Computer Sciences majors.

The change of major procedure for a student to exit “Pre” status and to enter “BS” is as follows:

1. Come to the CIT Student Services Center (Room 1208) during the semester in which the LAST of the pre-business classes are taken. Long lines and other delays can be avoided if the student comes by the office BEFORE pre-registration for the following semester begins.
2. Complete and sign a “Change of Major” form declaring the BS degree and major. Minors may also be declared at this time.
3. Sign a “Scheduled Adjustment” form listing the Pre-business courses currently enrolled.
4. An academic advisor in the CIT Student Services Center will verify the courses and grades, and if determined to be eligible, will remove any “Major Restriction” hold on courses so the student will be able to pre-register.
5. At the end of the semester, the request to declare the major will be evaluated and the “Change of Major” form will be processed. Students must CHECK THEIR POST OFFICE BOX AT THE LANDRUM CENTER for formal notification of their change of major status and the name of the new major advisor. **Computer Science students will have a new faculty advisor within the Computer Science Dept. All Information Technology majors will continue to be advised through the CIT Student Services Center.**

Projected course offerings

The projected course offerings were developed by each department in CIT. The projected course offerings are extremely useful in completing the Plan-Of-Study Worksheet for BS students.

If there are any questions and/or concerns, please direct your inquiries to the department chairs listed below.

Computer Sciences	Dr. Jim Harris	912-478-7394	Room 2313 CIT
Information Systems	Dr. Tom Case	912-478-7463	Room 3126 CIT
Information Technology	Dr. Art Gowan	912-478-7679	Room 2120 CIT

Computer Science

Projected Course Offerings

SUBJECT	COURSE	TITLE	FALL 08	SPRING 09
CSCI	1230	Intro. to BASIC Programming	X	X
CSCI	1236	Intro. to Java Programming	X	X
CSCI	1301	Programming Principles I	X	X
CSCI	1302	Programming Principles II	X	X
CSCI	2120	Computers, Ethics, and Soc	X	X
CSCI	3230	Data Structures	X	X
CSCI	3231	Logic Circuits/Microprocessors	X	X
CSCI	3232	Systems Software	X	X
CSCI	3236	Theoretical Foundations	X	X
CSCI	4790	Special Problems/CO-OP	X	
CSCI	4890	Directed Study in CS	X	
CSCI	5090 (A)	Robotics	X	
CSCI	5090 (B)	Human-Computer Interaction	X	
CSCI	5090G (A)	Robotics	X	
CSCI	5090G (B)	Human-Computer Interaction	X	
CSCI	5090	Broadband		X
CSCI	5090G	Broadband		X
CSCI	5330	Algo Design and Analysis	X	X
CSCI	5330G	Algo Design and Analysis	X	X
CSCI	5331	Computer Architecture	X	X
CSCI	5331G	Computer Architecture	X	X
CSCI	5332	Data Comm and Networking		X
CSCI	5332G	Data Comm and Networking		X
CSCI	5335	Object-Oriented Design	X	X
CSCI	5335G	Object-Oriented Design	X	X
CSCI	5432	Database Systems	X	X
CSCI	5432G	Database Systems	X	X
CSCI	5530	Software Engineering		X
CSCI	5530G	Software Engineering		X
CSCI	5538	Wireless and Mobile Systems		X
CSCI	5538G	Wireless and Mobile Systems		X
CSCI	7090A	Advanced Wireless Systems		X
CSCI	7090C	Advanced Database Systems	X	X
CSCI	7336	Broadband Communications		X
CSCI	7899	Research Project in CSC		X

Course		Course Name	Fall 2008	Spring 2008	Fall 2008	Spring 2008	Fall 2008
CSCI	1230	Intro. to BASIC Programming	X	X	X	X	X
CSCI	1236	Intro to Java Programming	X	X	X	X	X
CSCI	1301	Programming Principles I	X	X	X	X	X
CSCI	1302	Programming Principles II	X	X	X	X	X
CSCI	2120	Computers, Ethics, Soc	X	X	X	X	X
CSCI	3230	Data Structures	X	X	X	X	X
CSCI	3231	Logic Circuits/Microprocessors	X	X	X	X	X
CSCI	3232	Systems Software	X	X	X	X	X
CSCI	3236	Theoretical Foundations	X	X	X	X	X
CSCI	4890	Directed Study in CSC	X	X	X	X	X
CSCI	5330/G	Algo Design and Analysis	X	X	X	X	X
CSCI	5331/G	Computer Architecture	X	X	X	X	X
CSCI	5332/G	Data Comm and Networking		X		X	
CSCI	5335/G	Object-Oriented Design	X	X	X	X	X
CSCI	5432/G	Database System	X	X	X	X	X
CSCI	5530/G	Software Engineering		X		X	
CSCI	5XXXA/G	5000 level elective	X	X	X	X	X
CSCI	5XXXB/G	5000 level elective	X	X	X	X	X

Information Technology

Anticipated IT Course Offerings 2008-2010

Course #	Course Name	Fall 2008	Spring 2009	Fall 2009	Spring 2010	Fall 2010
IT 1130	Introduction to IT	x	x	x	x	x
IT 1430	Web Page Development	x	x	x	x	x
IT 2333	IT Infrastructure	x	x	x	x	x
IT 3131	Web App. Design and Dev.	x	x	x	x	x
IT 3132	Web Software	x		x		x
IT 3233	Database Design and Imp.	x	x	x	x	x
IT 3234	Software Acq., Int., & Imp.	x	x	x	x	x
IT 4130	IT Issues and Management	x	x	x	x	x
IT 4131	IT Capstone Project		x	x	x	x
IT 4135	Information Org. and Retrieval	*	*	*	*	*
IT 4136	Knowledge Disc. & Data Mining	*	*	*	*	*
IT 4234	Network Operating Environments	x	x	x	x	x
IT 4235	Problems in Web Applications		x		x	
IT 4790	Internship in IT	x	x	x	x	x
IT 5434	Network Security Fundamentals	x	x	x	x	x
- Special Courses that can be offered on an ad hoc basis -						
IT 4830	Special Problems in IT					
IT 4890	Directed Independent Study					
IT 5090	Selected Topics in IT					

* These courses are required for the Knowledge Management and IT Integration which has been tentatively put on hold due to limited demand and limited faculty for delivery.

BS Information Technology Internship Program

An effective internship program is a vital part of achieving our strategic goals of providing businesses with quality graduates and improving placement opportunities for our students. Administration of internships is based primarily in the IT department. This information outlines the minimum requirements to obtain a CIT internship. **There may be additional departmental requirements that must be met.**

Definition – An internship is defined as a fixed-term work experience with clear learning objectives. **It may be full or part time, paid or unpaid.** Academic credit may be awarded for successful completion of an internship meeting the guidelines specified in IT's internship policy and the academic requirements stated in the university catalog. An internship provides the opportunity for the student to apply concepts and theories learned in the classroom to practical situations and problems under the supervision and guidance of a practicing professional. Internships vary from co-ops in the following ways:

Every IT major is expected to complete a 280 hour internship in a related field

- When should you complete the internship requirement?
 - Before you graduate!
 - Typically you will need to have completed the following courses:
 - IT 1130
 - IT 1430
 - IT 2333
 - CSCI 1236
 - CISM 2230
 - IT 3131
 - However, each internship requires different skills, so it depends
- How do I obtain an internship?
 - Let us know you are ready - Complete an application form ONLINE!
 - Look at the [posted internships](#) and contact us if you are interested
 - If you find an internship, contact us for approval first. You will need:
 - Job description
 - Company name, location, and website (if available)
 - Supervisor's name, address, phone & e-mail
- What is required and how am I evaluated?
 - Keep a daily/weekly log
 - Maintain documentation of work you perform
 - Samples of work product
 - Screenshots

- Copies of web pages, databases, code, etc. (receive permission of employer)
- Submit a report when complete
- You are evaluated by the employer and the Chair of the Department of IT

Steps to secure and internship:

1. If you meet the requirements outlined in this document, go to the Student Services Center in CIT room 1100 and ask for an Internship Application.
2. Complete the application and return it to one of the advisors in the Center.
3. If you have already secured an internship, take the completed application and internship information form to the internship coordinator in the Student Services Center. If you have not secured an internship, it is best to go to the Career Services center or check the IT Dept.'s website about internship possibilities.
4. The internship coordinator will discuss your possibilities for an internship. He/she will also require that you obtain a job description outlining the duties of your internship.
5. If the internship is approved, the coordinator will complete a contract between the organization you will be interning with, you, and CIT. When this documentation is signed by all parties, the coordinator will complete the registration process for your internship. **In order for you to be registered, you must take this completed form to the Student Services Center.**
6. **All students must be registered for their internship in order to get academic credit. Consequently, all students must pay for the internship credit hours just as they would for any other credit hours.**
7. Your internship coordinator will advise you concerning what is required to complete your internship satisfactorily.

Although the IT department has several employers who desire interns on a regular basis, **we strongly encourage you to develop your own internship opportunity** to ensure an internship will be available for you. Internships are developed by contacting prospective employers, determining if they would be interested in sponsoring an internship, and, if so, discussing what that internship would involve.

Internships may be completed virtually anywhere. You are not limited to companies in the Statesboro/Savannah area, nor to companies only in the state of Georgia. For example, we have had students complete internships as far as New York or California or out of the country. We advise you to keep in mind, however, that “where” you complete an internship may depend on your ability to meet living expenses at that internship location. Remember, that while interning you may continue to incur living expenses in Statesboro (such as rent on a 12-month apartment lease), and you will also be paying tuition and fees to Georgia Southern.

A Word to the Wise...

Remember the value an organization receives from sponsoring an internship depends on what you know the day you begin the job! There is not enough time for the employer to do a lot of

training (if any), so the level of knowledge required of an intern is often more than that required for a full-time job. So, read up on topics you expect to encounter, polish up your computer skills, and improve any other skills you expect to use! Be ready!

Graduation Audit Procedures

Graduation applications are located in the Registrar's Office, Rosenwald Building, 3rd Floor.

The Student Services Center 'clears' students for graduation by conducting an audit process. The advantages of a graduation audit include no setting up an appointment months ahead, no interference with the student's class or work schedule, and on rescheduling of missed appointments. However, we are always open to assist students personally if we or the student deem it necessary.

Graduation Audits should be requested three (3) semesters prior to the anticipated completion date of degree requirements. The Student Services Dept. will complete your graduation paperwork and notify you by email when it is ready to be picked up. The student must take his completed graduation audit form to the Office of the Registrar. The Office of the Registrar will send you a pink copy of the Requirements Needed for Graduation sheet.