

MONFORT

COLLEGE of BUSINESS

University of Northern Colorado

Professional Experience Requirement

Computer Information Systems

PURPOSE

- To provide qualified Monfort College of Business students with meaningful on-the-job work experience in a position that expands the student's educational experience and fulfills the Professional Experience graduation requirement.

REQUIREMENTS

- Be a junior or senior business major in good academic standing (minimum GPA of 2.0/4.0, not on academic probation or suspension from MCB)
- Approval from Professional Experience Coordinator *prior* to engaging in experience
- Completion of Student-Employer Agreement
- Completion of two pre-requisite workshops: resume and professionalism/interviewing skills
- Interim memo/e-mail from site supervisor (student meeting required hours, satisfactory performance, etc.)
- Minimum of 50 hours of work needed to meet Professional Experience requirement (may be more if required by employer)

WHAT COUNTS AS A VALID PROFESSIONAL EXPERIENCE

- A valid experience requires skills and knowledge obtained from MCB courses. These experiences can be obtained through employment, volunteer activities or project-based opportunities. Your position should be similar to an entry-level position for a MCB graduate and tied to your career goal and/or major.

ASK YOURSELF

- What advanced skills and knowledge are essential for this position? How will this position enhance my learning in MCB coursework?
- What responsibilities of this position require advanced coursework at an institution of higher education? Am I able to apply my knowledge learned from my upper division coursework to the experience?
- What will I learn or experience from this professional experience position that I have not had the opportunity to learn or experience yet?

A PROFESSIONAL EXPERIENCE *COULD* INCLUDE THE FOLLOWING ROLES

- Supervision
- Employee training
- Responsibilities specific to major
- Research opportunities
- Projects specific to major
- Business to business sales

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POSITIONS THAT WILL TYPICALLY NOT BE CONSIDERED A PROFESSIONAL EXPERIENCE

- Telemarketing
- Cashier
- Customer service representative
- Bank teller
- Community adviser
- Receptionist
- Waiter/host/bartender
- Point of sale representative
- Administrative assistant
- Sales floor personnel
- General laborer

CIS PROFESSIONAL EXPERIENCE OVERVIEW

- The goal of a Professional Experience in CIS is to help the student gain valuable experience and skills that will help him/her to obtain employment upon the completion of the degree.
- The requirement is also expected to benefit the UNC community and its constituents through the efforts of the MCB students.
- It is imperative that both the employment and non-employment activities have meaningful, CIS-related endeavors.
- The Professional Experience provides students with an opportunity to grow professionally, identify personal strengths and weaknesses, apply learned theory to practical situations, and gain an appreciation of the role, duties, and responsibilities of the student's chosen career.
- The Professional Experience is designed cooperatively by the Monfort College of Business faculty, Professional Experience Coordinator, field professionals, and the student to provide an experience that is mutually beneficial to both the student and the business. Businesses and their supervisors become the final link in the development of the student as a new professional. This partnership creates the ultimate educational experience.

CIS DEPARTMENT PROFESSIONAL EXPERIENCE GUIDELINES

- MCB has identified the Professional Experience requirement as a minimum of 50 hours that a student has to complete. For the Department of Accounting and CIS, the Professional Experience can be met through the following:
 - Internship (preferred method of PE completion) – BACS 492 (1-3 credits)
 - The requirements to meet the internship credit will meet the Professional Experience requirement.

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- CIS Experience
 - The aim of the Professional Experience program is to provide the student (future professional) with a comprehensive practical experience in a setting where learning is the primary objective of the experience. To this end, the basic purposes of the Professional Experience are:
 - FOR THE STUDENT: to complete his/her professional preparation program in a controlled and supervised field experience.
 - FOR THE MONFORT COLLEGE OF BUSINESS: to sponsor and guide the student and to interpret the experience while the student applies theoretical knowledge to practice.
 - FOR THE ORGANIZATION: to provide a laboratory setting for the experience as well as professional guidance.
 - These activities must be approved by the Accounting and CIS Chair or his/her designated individual and the activities must be performed in one of the following areas:
 - Database
 - Network technologies
 - Information security
 - Web and ecommerce technologies
 - Systems analysis and design
 - The activities cannot be part of the duties of a club official or for a student organization (i.e., designing a webpage for a fraternity would **not** be acceptable).
 - A job description will need to be provided to the Chair of Accounting and CIS or his/her designated individual to be used in determining if the activity qualifies as Professional Experience.

QUESTIONS

- Visit the MCB PE website at <http://mcb.unco.edu/ProfessionalExperience/> for more information or contact the Professional Experience Coordinator at MCB.professionalexperience@unco.edu. To schedule an appointment with the Professional Experience coordinator, please call 970-351-1844.

****Be sure to check your BearMail account regularly for important updates and announcements.**