## GIS Project-Based Internship Program

## Project Packet Template

## *This document – once completed – must be submitted in Word format as an attachment through the* [*GIS Project-Based Internship Program – Employer Project Submission Form.*](https://www.gammaiotasigma.org/project-intern-employer-submission)

## Company Name/Project Name

## *Name of your company:* Click or tap here to enter text.

## *Title of the project:* Click or tap here to enter text.

## Case Study/Project Overview

## *Brief, 3-5 sentence summary of the case study or project. Example projects include but are not limited to: exploration and analysis of a product line or business opportunity; research of an industry trend relevant to your business; social media competitive review; data clean-up; prospect research; strategic partner identification; SWOT analysis; vendor research.*

## Click or tap here to enter text.

## *Project goals:*

## Click or tap here to enter text.

## Due Date

## *Specify when the project is due. Note: Submitted projects will be made available to students by Gamma Iota Sigma beginning Monday, June 8, 2020.*

## Click or tap here to enter text.

## Project Sponsor Contact Information

* ***Each project submitted is required to have a project sponsor – at least one employee who will serve as primary contact for clarification and project-specific questions from students who sign up to complete the project/case study. Include project sponsor contact details.***
  + ***Name:*** **Click or tap here to enter text.**
  + ***Title:*** **Click or tap here to enter text.**
  + ***Company:*** **Click or tap here to enter text.**
  + ***Email:*** **Click or tap here to enter text.**
  + ***Phone number:*** **Click or tap here to enter text.**
  + ***Hours of availability (including time zone):*** **Click or tap here to enter text.**
  + ***Preferred method of communication:*** **Click or tap here to enter text.**

## Company overview and context

## *Include a high-level overview of your organization with links to additional information if applicable.*

## Click or tap here to enter text.

## *Provide context for the case study or project. If exploring a new product line or business opportunity, outline where the company currently stands on the opportunity, and share any relevant information.*

## Click or tap here to enter text.

## Case Study/Project Instructions

## *Provide specific details and expectations for the project or case study.*

## Click or tap here to enter text.

## Delivery Method

* ***Case Studies***
  + ***Students are required to submit a 5-page, single-spaced paper outlining their research, analysis and recommendations.  Students may exceed five pages but must not be less than five.***
  + ***Students must also submit a presentation that they might present to management at the conclusion of case study work.  Students must be prepared to give the presentation, but there is no guarantee that the presentation will take place.***

**Click or tap here to enter text.**

* ***Micro-Projects***
* ***Delivery methods may include but are not limited to a written report, white paper, business proposal, presentation, or excel workbook.***
* ***Clearly state all expectations (ex. number of pages, font, margins, Word vs. PDF, PowerPoint template). If a presentation is the final delivery method, advise to whom the student(s) will present and when (timeframe).***

**Click or tap here to enter text.**

* ***Note: Unless the project has highly sensitive material, the student should copy*** [***Alyssa.Bouchard@gammaiotasigma.org***](mailto:Alyssa.Bouchard@gammaiotasigma.org) ***when delivering their completed project to the project sponsor. This allows GIS to ensure the quality of the Project-Based Internship Program and track its success.***

## Case Study/Project Data (if applicable)

* ***Caution: Proprietary information should not be shared. If the information provided in this section is sensitive in any way, specify that here.***

**Click or tap here to enter text.**

* ***Link to supporting materials, if necessary.***

**Click or tap here to enter text.**