Syllabi   Course Syllabi

9-2013

ITS 298.01: Internship / Cooperative Education SERV

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ITS 298 Internship
Credits: 2
Term: Autumn 2013

Faculty Contact:

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Office Location: Griz House 8
(NE Building on COT East Campus)

Prerequisites
Minimum grade of "C-" in all degree-related coursework & consent of instructor.

All students are required to attend workshops. Schedule of workshop presenters and field trips will be available at a later date.

Class Workshops
This class is slated to meet Friday from 10:10-11:00 in room HB06 the first half of the semester (August 26 – October 12).

Course Description
On-the-job training in positions requiring advanced computer competencies. This experience increases students' skills, prepares them for initial employment, and increases occupational awareness and professionalism. Students work a minimum of six hours each week at an approved site and attend scheduled one-hour seminars.

Course Objectives
Upon completion of this course, the student will:
- Complete 90 hours of service in a professional working environment.
- Demonstrate technical skills and professionalism while completing service in an occupationally-related setting.
- Prepare for a career in the field of Information Technology.

Assessment

Area		Grading Distribution
Workshop Participation:	15%	90 – 100 = A
Portfolio	15%	80 – 89 = B
Field Experience Completion		70 – 79 = C
(Supervisor Assessment & Final Paper)	70%	60 – 69 = D
		0 – 59 = F

Field Experience (student responsibilities):
- Secure an internship position. **Students are responsible for finding their own internship sites.** Faculty Members are available to assist.
- Complete and submit "Learning Agreement" and "Learning Goals" paperwork prior to initiating field work. These are critical documents in defining the relationship. Beginning an internship without completed paperwork jeopardizes relationships with the external businesses and creates potential liability issues. Completed paperwork must include approval signatures from the Site Supervisor and Supervising Faculty Member. **No hours toward the field experience will be recorded until paperwork is complete!**
- Complete and submit weekly field experience time cards (available online) to faculty (fax with cover sheet to my attention or email).
- Complete 90 hours of supervised work at the designated field experience site.
- Coordinate completion of mid-term and final evaluation with Internship Site Supervisor
- A reflection paper (300 words) describing the field experience is required upon completion.

Important note: previous work experience cannot be used for the field experience.

Policies for Dropping and Adding Courses or Changing Sections, Grading or Credit Status
University Policy for dropping courses or requesting grading/credit status changes can be found in the catalog or on the web http://www.umt.edu/catalog/acad/acadpolicy/default.html All students should be familiar with the policy.

Academic Integrity
All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and /or a disciplinary sanction by The University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at:
http://life.umt.edu/vpsa/student_conduct.php

Disability Accommodations
Eligible students with disabilities will receive appropriate accommodations in this course when requested in a timely way. Please contact me if you will be requesting an accommodation. Please be prepared to provide a letter from your DSS Coordinator. For more information, visit the Disability Services website at http://www.umt.edu/dss or call/text 406.243.2243.

Accommodations for Disabilities
Eligible students with disabilities will receive appropriate accommodations in this course when requested in a timely manner. Please be prepared to provide the instructor with a letter from the DSS Coordinator and a description of the requested accommodation after class or by appointment with the instructor.

Course Management Software
An online supplement for the course is required and available through the University's Learning Management System - Moodle. See http://umonline.umt.edu

Other Important Notes
The grade Incomplete "N" will be assigned to students that have not completed the field experience requirements by the end of the semester. It is the responsibility of the student to coordinate completion of the field experience with both the instructor and an internship supervisor.

Workshop Topics
 TBA