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ITS 298.01: Internship/Coop.Education SERV

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The University Of Montana – Missoula College
Department of Applied Computing & Engineering Technology
Course Syllabus

ITS 298 Internship

Credits: 2

Last revision: August 22, 2018

Faculty Contact

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Office

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Student Hours: MTR 9:00-10:00 am

Phone: 406.243.7814

Location: Missoula College 322

Meetings

Weekly class meetings will use a seminar format with guest presenters and a focus on career development in computing-related fields. Seminars are slated for **Wednesdays 11:00-11:50 in room MC 401** for Autumn Semester 2018. We will meet for the first half of the semester. All students are required to attend seminar. Schedule of workshop presenters and field trips will be available at a later date.

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 Overview

This course is meant to provide the student with a work-based or community-service experience prior to graduation. Internships are meant to bridge and connect academic experiences with workforce training and community service.

Learner Outcomes

- Complete a minimum 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.

Required Materials

Course Supplement:

An electronic supplement for the course will be delivered using the University's Learning Management System - *Moodle* found at <http://umonline.umt.edu>.

Assessment Activities

Workshop Attendance

(1 point): Weekly workshops are scheduled throughout the first half of the semester. Although the majority of these workshops will be delivered at assigned meeting time for the course, there may be additional obligations in which the student needs to attend a presentation outside the regularly scheduled meeting time. A student missing **more than 2 workshops will earn a zero** for the attendance component of the course

Portfolio

(1 point): Creating a portfolio is an important tool for individuals beginning new career tracks and all practicing professionals. A portfolio illustrates a person's skills, knowledge, and abilities. Resumes, cover letters, writing sample, contact information of references, workshop completion, transcripts, documentation of completed project, and certifications are all examples of artifacts to include in a professional portfolio. All students will create a career portfolio. Criteria for the portfolio is found in Appendix A. Cover page is located in Appendix B.

Reflection Paper

(1 point): At the conclusion of the field experience, each student is required to complete a reflection paper (300 word). The reflection paper is a first-person account of the internship field experience. Describe what you did, what you liked,

what you didn't like, what you learned, where you felt prepared, where you felt underprepared, etc. It is a candid opportunity to let me how it went. As a writer, you have great latitude and flexibility in crafting this short document.

Field Experience

(7 points): All students are required to complete 90 hours of paid or unpaid service in the community (local, state, or national) engaged in activities related to your program of study. As an IT student, there is great flexibility and variability in the experiences students are engaged. The purpose to assist the student in transitioning from academia to the workforce. It allows the student to gain valuable work experience. In many cases, internship lead to referrals and even full-time jobs.

Grades Calculation

Grades will be calculated as follows:

A	10 points
A-	9 Points
B-	8 points
C-	7 points
F:	0 – 6 points

Grading Special Note

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.

Field Experience

The student responsibilities for the field experience:

- 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

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

Professional Portfolio Criteria

Create a professional portfolio. Make two copies of the portfolio. The first is for your records. It should be bound in an appropriately sized binder. Use this in the "Job Hunt"

Make a second copy of everything and hand in to your instructor! Do not hand in folders, sleeves, three-ring binders, etc. We're going to put a staple through it and bind it into one big notebook.

The required elements (in order):

- Portfolio Cover Page (use the template found in Appendix B)
- Resume
- Sample Cover Letter
- List of references with complete contact information (as complete as possible).
- Descriptive list of relevant courses completed (be sure to describe what you did)

- Any professional credentials, licenses, certificates, degrees, workshops attended etc.
- At least one sample of academic work (projects, papers, practicum experiences, lab reports, etc.)

There is no right/wrong method for compiling a portfolio. The guidelines given above are very general. The portfolio should highlight your professional talents with a personal touch! BE PROFESSIONAL. The portfolio you submit will not be returned. (Be sure to make a second copy of the portfolio)

Classroom Procedures

Academic Conduct

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://www.umt.edu/vpsa/policies/student_conduct.php

Collaboration

Using the Web to research materials and concepts is an integral part of learning in the twenty-first century. Studying with other students is a productive method of learning. A certain amount of collaborating on concepts with other students and using resources found on the Internet in an assignment is recommended. Copy and paste is not acceptable. It is expected that each student will input his/her assignment into the computer, and each student must be able to explain any assignment turned in. Collaboration on exams is strictly forbidden.

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: <http://www.umt.edu/registrar/students/dropadd.php> Students should become familiar with all academic policies found in the catalog.

Accommodations for Students with Disabilities

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.

Appendix A: Portfolio Cover Page Exemplar

Career Portfolio
for
YOUR NAME

Current Contact Information:
Mailing Address
Phone Number
UMontana.edu Email Address

Permanent Contact Information:
Mailing Address – (where someone can always get ahold of you)
Phone Number
Personal Email Address

Submitted to
Professor Thomas Gallagher
In Partial Fulfillment of the Requirements of
ITS 298 Internship
The University of Montana
Autumn Term 2018