

General Description -- IT 699 (Internship)

Every student majoring in Information Technology is required to take at least one semester/credit of IT 699. The idea behind this requirement is that no student should graduate with an IT degree without at least one IT-related work experience. Although the internship can be completed anytime before graduation, it is expected that most students will do it by their junior year (or the summer after). We assume that most students will be able to locate a work situation on their own, but any student who needs assistance should contact his/her advisor.

To register for this course, the student should already have located an employment opportunity involving work that is IT related. The work situation can be paid or voluntary, on campus or off campus, described by the employer as an internship or not, occur during a semester or the summer. Although most internships will involve considerably more hours, a minimum of 60 work hours is required to receive credit for the course. As part of the course each student must complete an initial Application Form, a brief Midterm Report, and a Final Report that includes a short end-of-course self-evaluation paper.

The steps in completing the internship are as follows:

- (1) Contact the listed IT 699 instructor to discuss the details of the proposed internship work situation. If the work situation is deemed appropriate, the student will be advised to move on to the next step.
- (2) Register for IT 699. Since this is a "permission required" course the registration process is slightly different than for a regular course. First you should email the IT 699 instructor indicating your interest in registering for IT 699. The instructor will inform the CS department administrative assistant of your request, who will register you for the course, and then email you that your registration has been completed. To register after the first week of classes (when the online system is no longer available), you will have to fill out an Add/Drop Form, get signatures from the instructor and your advisor, and take it to the Registrar in Stoke. Assuming your course load for the semester falls between 12 and 20 credits, there will be no additional cost for taking IT 699. However, if you do your internship during either Summer Session or January Term, you will have to pay for the one credit, which will amount to somewhere between \$400 and \$500 (depending on a number of factors, including whether you are in or out-of-state).
- (3) Once the semester has begun, you will fill out the Application Form, which includes specifics about where you will be working and what you will be doing and requires a signature from your work/site supervisor. This can be done either before you start work, or during the first few days on the job (depending on your specific circumstances).
- (4) About half way through the internship you will complete the Midterm Report.
- (5) At the end of the internship you will complete the Final Report and paper.
- (6) Once you've completed all the above steps, you will receive a grade of "Credit" for the course.

Note: Your work experience as an undergraduate is very important to potential employers. So doing more IT-related work than the single semester required by the IT program can be especially valuable in finding a job.

IT 699 Catalog Description:

Provides the opportunity to apply academic experience in settings associated with future professional employment. A written proposal for the internship must be approved by the instructor. The proposal must specify what the student will learn from the internship, why the student is properly prepared for the internship, and what supervision will be available during the internship. A mid-semester report and a final report are required. Students may receive compensation for their internship work. Prereq: permission. May be repeated up to a maximum of 4 credits. Cr/F.