The Information Technology Management (ITAM) Department at CWU requires an internship for all students in the major program. Our goal is to provide students with the opportunity to apply classroom learning and gain first-hand experience. ITAM considers an internship to be a structured and supervised professional experience, within an approved agency, for which a student earns academic credit. It is guided by well-defined learning objectives and supervised by both academic and business personnel. Specific responsibilities of the University, Employer, and Student are outlined at the end of the syllabus.

**Prerequisites:** RMT 379 and Learning Agreement  
**Credits:** 1-12

The academic requirements of this course are designed to complement your internship at an approved business. The purpose of 490 Cooperative Education is to lead students through the academic internship experience. This course is guided by the Internship Coordinator, a Faculty Advisor and an Agency Supervisor at the internship site. It is intended to assist with the integration of work experience and academic goals. Upon successful completion of this course, students will obtain and complete at least nine weeks of employment in the field of information technology, administrative management, or retail management and technology. The Course is 9 - 12 credits depending the number of hours worked in the internship placement (1 credit = 40 hours of work.)

**Students will be able to . . .**

- Research, apply, interview, and obtain work in a position for at least nine weeks in the IT, Administrative, and/or Retail fields.
- Analyze the corporate structure of the placement including scope, product or service, history, and management style and indicate possible career paths with the organization

**Assessments**

- A Learning Agreement, signed by all parties, is executed.
- Weekly reflection assignments.
Synthesize the benefits of the ITAM degree in the context of their career plans via discussion with a superior in the organization.

Generate confidence in their ability to move into the workforce upon graduation by experiencing a working environment and applying skills learned in Major coursework.

**Specific course faculty and materials will vary by quarter. Current information can be found on my.cwu.edu.**

*ITAM classes are often offered in online, hybrid or traditional formats. Visit my.cwu.edu for more details or contact our office at ITAMInfo@cwu.edu.*

| University Policy on Academic Integrity | Academic Integrity is a standard set for this course. Students are expected to complete all of their coursework and assignments using their original words and ideas and will properly cite the words and ideas of others. Students are also expected to be honest in their interactions with the instructor. A student found to have not upheld these expectations is subject to failing this course and shall be subject to disciplinary action or sanction. The University catalog defines the term “academic dishonesty” in all its forms including, but not limited to:  
• cheating on tests; |
| University Policy on Special Needs | If you have a disability that may prevent you from meeting course requirements, contact the instructor immediately to file a Student Disability Statement and to develop an Accommodation Plan. Course requirements will not be waived but reasonable accommodations will be developed to help you meet the requirements. You are expected to work with the instructor and the CWU Disability Support Specialist to develop and implement a reasonable Accommodation Plan. For more information please visit: [www.cwu.edu/disability-support/](http://www.cwu.edu/disability-support/). |
copying from another student’s test paper;
- using materials during a test not authorized by the person giving the test;
- collaboration with any other person during a test without authority;
- knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of an un-administered test or information about an un-administered test; bribing any other person to obtain an un-administered test or information about an un-administered test; substitution for another student or permitting any other person to substitute for oneself to take a test; plagiarism" which shall mean the appropriation of any other person’s work and the unacknowledged incorporation of that work in one’s own work offered for credit;
- "Collusion" which shall mean the unauthorized collaboration with any other person in preparing work offered for credit.

The TurnItIn feature of Canvas helps students learn to use sources and citations appropriately. TurnItIn matches the material in student papers against material on the Internet and in our database of CWU papers. Representing the words or ideas of someone else as your own is a violation of the CWU Student Conduct Code and a serious infraction in this course. If you have questions about appropriate ways to include the words or ideas of other people in your papers, contact the instructor. Papers submitted to TurnItIn are added to the database of papers. Your instructor has the option of what papers and assignments may be submitted and/or randomly submitted to TurnItIn.