


Information Technology and Administrative Management Department
www.cwu.edu/~ITAM

	ADMG 490 Cooperative Education IT 490 Cooperative Education RMT 490 Cooperative Education Course Outline – 1-12 Credits
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Call for schedule/appointment

Academic Internship Experience

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.

Course Description and Goals

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. The Course is 9 - 12 credits depending the number of hours worked in the internship placement (1 credit = 40 hours of work.)

Course Prerequisites

Participants are required to secure an approved internship with a business, industry, government, or social service agency. Approval of the internship and assistance in executing the Learning Agreement will be done in conjunction with the Internship Coordinator. Submission of the Learning Agreement form to the Internship Coordinator must be completed in order to register for credit in ADMG/IT/RMT 490.

Internship Coordinator

Laurie Stehle, Internship Coordinator, 509.963.2611 stehlel@cwu.edu

Faculty Advisor

Upon registering, students will be assigned an ITAM faculty member as their Internship Advisor. The advisor will provide support in meeting the academic requirements for the course and communicate frequently with the student during the internship.

Course Expectations

Students will be required to:

1. Develop an internship learning plan including overall goal statements and learning objectives.
2. Complete weekly assignments and submit them to the internship advisor via the BlackBoard discussion board.
3. Create and submit a Final Internship Reflection Paper to your internship advisor.
4. Submit an internship evaluation.

COURSE ASSIGNMENTS

1. Prior to starting of your Internship, complete the Learning Agreement form including Learning Objectives and Learning Activities:

It is important for you to develop three well defined objectives for your internship experience. Objectives should include what you will attempt to learn and how you will evaluate whether you have met those learning objectives. The Learning Objectives are broad goals for your internship experience - while the Learning Activities are specific activities you will do to accomplish those goals. It is important that these objectives and activities are substantial enough to warrant the 490 credits. The Learning Objectives and Learning Activities are needed to complete the contractual Learning Agreement.

2. DURING your internship, complete the Weekly Assignments:

The Weekly Assignments need to be uploaded to the Internship Program Discussion Board for review by your faculty advisor. This report is due each Sunday at midnight. A failure to submit a report will result in a deduction of 10 points from your final grade.

3. At the END of your Internship, create your Final Internship Reflection Paper:

Each intern is required to create a Reflection Paper to articulate the scope and responsibilities of their internship as well as the outcomes. It is intended to show how the work you did was important to the organization, how your internship prepared you for a career, and how your academics supported your ability to perform well in the internship. This is intended to be a comprehensive report, not a brief outline of your daily duties and responsibilities. You will be asked to respond to the topics listed in Step 4 of the BlackBoard ITAM Internship Course Documents and any others posed by your faculty advisor. The outline listed suggests observations and reactions you may experience on your job and in the environment in which you are working and living.

Grading:

Students must earn at least 80% to pass the class. Grading for the class is Satisfactory/Unsatisfactory

1. Learning Agreement	10%
2. Weekly Assignments	50%
3. Final Reflective Paper	40%

RESPONSIBILITIES OF THE UNIVERSITY:

The Department of Information Technology Management will accept the following responsibilities:

1. To approve an internship for only those students who are properly qualified.
2. To act as a channel of communication between student and employer.
3. To inform the student of internship standards of ethics, conduct, and appearance.
4. To assign and communicate final earned grade to the Registrar's Office.

RESPONSIBILITIES OF THE EMPLOYER:

Firms which participate in the Information Technology Management Internship Program will accept the following responsibilities:

1. To provide the intern with carefully planned varied assignments which contribute to a broad view of the various pertinent activities as possible career fields.
2. To supervise the work of the intern in a manner that gives learning value to the intern's experience.
3. To see that work rules and standards of conduct are explained clearly to the intern.
4. To evaluate the work of the intern and to discuss the results with the intern.

RESPONSIBILITIES OF THE STUDENTS:

In return for the valuable internship experience, the student must accept the following responsibilities:

1. To find suitable internship experience involving the skills learned in the student's major field of study (ITAM).
2. To take the internship seriously and behave in a manner that will reflect favorably upon the student, the employer, and Central Washington University.
3. To understand and comply with all of the rules of the employer and the Internship Program.
4. To prepare and submit written assignments each week (due by Sunday midnight) and a Final Reflective Paper (due in 10 days after the internship Completion Date).