

# SYLLABUS

**Course Name: RMT 379 IT Management Career Planning**

***Credits: 1 | Prerequisites: None***

## **COURSE DESCRIPTION:**

The Information Technology Management (ITM) 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. ITM 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. This course will help students prepare for their internships. In this course students will identify a list of prospective employers, prepare resumes and cover letters, and refine interviewing skills all to help them land the ideal internship. Students will also complete parts of the Cooperative (Internship) Learning Agreement which must be finalized prior to the start of the internship. This course will be conducted online and students are expected to study the requirements for each module, accomplish all assignments by due dates, and actively participate in the online discussion boards throughout the quarter.

## **COURSE OBJECTIVES**

<b>Students will be able to...</b>	<b>Assessments</b>
Research and design a plan for finding an internship or career advancement.	Planning document assessed by a grading rubric and self- and peer-assessment tools.

## **STUDENT RESPONSIBILITIES | UNIVERSITY POLICIES**

We believe in quality teaching using hands-on, applied tools that develop and enhance your competencies in the essential skills and knowledge required by leaders in the modern workforce. With this focus on management and technology in a rapidly changing and unpredictable world, comes a great responsibility.

As a student at Central Washington University, you have the responsibility to be familiar and comply with all university policies and procedures, specifically those governing student behaviors. Failure to comply with these expectations may result in university contact and action to address the behavior which could include removal from the class and/or institution.

We know you will live beyond these expectations and soon join the ITAM graduates who are making a difference in the world through leadership and technology.

## **STUDENT CONDUCT POLICY**

Policies and expectations governing behavior for all registered CWU students. The Student Conduct Code is a part of the Washington Administrative Code (WAC).

We recommend that you review the university expectations of student conduct in the Washington Administrative Code ([WAC 106-125-020](#)).

## **POLICY ON ACADEMIC DISHONESTY**

Academic dishonesty is defined in the CWU Student Conduct Code (II.B)

If accused of academic dishonesty, students will have an opportunity to meet with the course instructor and department chair to discuss the accusation and confirm or deny its correctness. If academic dishonesty is confirmed to the satisfaction of the instructor and department chair, the instructor and/or department chair will contact the Office of the Vice President of Student Affairs and Enrollment Management, especially the Director of the Registrar's Office and the Associate Vice President for Student Affairs.

We recommend that you review the university policy at [CWUP 5-90-040 \(25\)](#).

## **POLICY ON DIVERSITY**

University-level education is about broadening horizons and looking at academic issues from a variety of perspectives. With this in mind, the participants in this class are encouraged to bring their own life experiences and viewpoints to bear on classroom discussions and assignments. Along with the freedom to express one's own views comes the responsibility to respect the views of others. No student will be discriminated against on the basis of race, ethnicity, age, creed, religion, gender, sexual orientation, marital status, or political ideology.

We recommend that you review the university policy on diversity [here](#) (CWU website) and at [CWUP 2-35-010](#).

## **POLICY ON DISABILITY SERVICES**

Central Washington University is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any obstacles to learning, contact Disability Services to discuss a range of available options. Student Disability Services: [www.cwu.edu/disability-support/](http://www.cwu.edu/disability-support/), call 509.963.2214 or email [ds@cwu.edu](mailto:ds@cwu.edu) for more information.

CWU policy regarding Reasonable Accommodation of Persons with Disabilities can be found at [CWUP 2-35-040](#).

## **ETIQUETTE USING TECHNOLOGY**

- Check your CWU e-mail often for important information.
- When using discussion boards, check the discussion postings frequently and respond appropriately, and on subject.
- Capitalize words only to highlight a point or for titles. Capitalizing otherwise is considered SHOUTING!
- Be professional and careful with your online interactions, including with the instructor!
- Wait 24 hours before responding to something that angers you.
- All postings should be free of language that would constitute harassment, discrimination, or be considered profane.