

## **ITEC 419 - OCCUPATIONAL INTERNSHIP (1 to 12 credit hours)**

Students secure an internship at a business/industry worksite that engages in activities related to the student's academic program and career objectives. The student performs duties and services as assigned by the work supervisor and Internship Coordinator. Students are required to complete various reports and assignments.

Students with previous full-time experience in the information technology or information systems fields can be considered for work experience credit that could satisfy internship requirements and/or possibly qualify for additional credit. Contact the program advisor for more information.

### **GUIDELINES**

1. All internships must relate to the student's academic and career goals. Exceptions require prior approval of the ITEC Internship Coordinator.
2. The student, with the guidance of faculty members and/or the Internship Coordinator, is responsible for identifying a suitable occupational internship site and for negotiating the structure and terms of the internship. This includes the internship location, assigned duties and responsibilities, work hours, and objectives.
3. The Internship Coordinator is responsible for ensuring that the approved internship is consistent with the student's academic program and career goals. Occupational internships must provide the student with an opportunity to apply skills gained in the academic setting to real work situations; must be directly related to the student's academic and career objectives; and are expected to serve as a supplemental source of learning.
4. The student is required to complete an Internship [Agreement Form](#) prior to beginning the internship. This form should be completed and signed by both the student and the worksite supervisor. Email the signed form to the Internship Coordinator for processing. Contact information will be provided by the academic advisor. Once those forms are reviewed and approved, the student will be allowed to register for internship credit (ITEC 419).
5. The student must maintain a weekly journal during the time of the internship to record experiences that surface in work-related activities during the term. Further instructions are provided to registered students.
6. The worksite supervisor must complete Midterm and Final Internship Evaluation forms. Signed evaluation forms must be returned to the Internship Coordinator or submitted online. Forms and instructions are provided to registered students.
7. The student must satisfactorily complete a minimum of 169 hours of internship experience to qualify for three hours of credit. The internship course is graded as pass/fail.
8. At the end of the internship or semester, the student must submit a Final Internship Experience Report and other deliverables. Instructions are provided to registered students.