The Information Technology Associates Program (ITAP) invites individuals and departments who are interested in serving as on-campus internship hosts for ITAP Associates to submit a proposal following the guidelines set forth here and on our website: [http://www.depauw.edu/it/itap/prospectivehosts/](http://www.depauw.edu/it/itap/prospectivehosts/). Proposals are due by **Monday, March 16, 2015** by 5:00 p.m.

If you have any questions about the ITAP host proposal process or have an idea for a project that you would like to discuss before submitting a formal proposal, please contact Angie Smock (asmock@depauw.edu, x6758) or Doug Fellegy (douglasfellegy@depauw.edu), x6768).

**General Information about ITAP**

The Information Technology Associates Program (ITAP) provides DePauw students with an unparalleled opportunity to link the traditional strengths of a liberal arts education with the technology training and skills needed to succeed in an increasingly digital world. ITAP provides special opportunities for DePauw students from all disciplines to develop advanced skills in a wide range of cutting-edge technologies. Students selected for the program spend an average of 8-10 hours per week in internship and training activities and are paid by the hour for their work.

During their first year, ITAP Apprentices participate in four six-week rotations with leading campus IT groups, such as the Web Team and Student Technology Support. The first year is designed to introduce interns to a variety of information technology areas on the DePauw campus and to provide opportunities for interns to develop their technology skills in a variety of forms and applications.

ITAP Associates (those beyond their first year), begin year-long, on-campus internships working closely with faculty members, staff, and IT professionals. Associates receive training, real-world experience and close mentoring by hosts. During their semesters on campus, associates have the chance to work on more advanced projects and assume leadership roles in the program, often serving as mentors to the first-year apprentices. Senior associates often have the opportunity to work on the most sophisticated technology projects on campus.

**Host Opportunities**

We are looking for individuals and departments who are interested in serving as on-campus internship hosts for ITAP Associates for semester-long internship projects or, preferably, year-long or ongoing internship projects. Individuals and departments interested in serving as hosts can complete an internship proposal form describing the nature of their proposed project. The online submission form can be found at [ITAP Host Application Spring 2015-16](#).

**ITAP Host Responsibilities**

An ITAP internship host should be prepared to invest some time serving as mentor and facilitator for student interns. Hosts are expected to provide clearly articulated objectives for projects, as well as reasonable and attainable work schedules to meet those objectives. ITAP Associates work approximately 8-10 hours per week. Hosts should provide interns with reasonable access to learning resources (e.g., manuals, handouts, etc.), technical resources (e.g., computers, software, etc.) and sufficient workspace to accomplish their tasks. Hosts will also complete an evaluation of the associates’ work at the middle of the semester and, if needed, the end of each semester. Hosts are responsible for maintaining an open dialogue with their associate(s) to confirm that goals are being met and that projects are on schedule, providing oral and written feedback regularly outside those evaluations. Hosts should also devote time to mentoring interns professionally and/or intellectually as part of the hosting process.

**ITAP Intern Responsibilities**

ITAP Associates are expected to act professionally and responsibly at all times. Interns should communicate often and reasonably with the project host to ensure they understand the project objectives and the tasks at hand. Interns should ask for help when needed to ensure the continued progress of projects. Interns are expected to notify their hosts when a conflict arises in their work schedule and should coordinate with hosts to make up the hours lost if necessary. It is
recommended that interns and hosts create and sign a “Project Contract” that lays out the project expectations of both parties and the desired project outcomes.

**Criteria for Selection of Host Proposals**

ITAP administrators review all proposals and applicants will be notified of the status of their applications. The criteria for selection of on-campus internship hosts are:

- Clearly-articulated project objectives that are attainable in the internship time frame (unless an ongoing project)
- Opportunity for ITAP intern to gain valuable technology-related work experience
- Clearly-conceived plans for mentoring intern, including plans for professional development
- The ability to encourage and enhance student learning and the student experience
- Availability of departmental resources (i.e. hardware, software, your time, etc.) to accommodate hosting an intern
- Year-long internships are given priority over semester-long projects
- Breadth and depth of impact to the University community and University strategic objectives

**Interviews and Hiring**

After individuals and departments have been notified of their acceptance as an ITAP host for 2015-2016, ITAP Associates will receive the list of all forthcoming internship opportunities. Associates contact hosts directly and interview with them in early April; hosts will have the opportunity to offer their positions to the interns they judge to be the best match for their projects. Associate placements should be finalized, and all paperwork from hosts and interns should be submitted by the end of the day on Friday, April 24, 2015.

**Questions?**

If you have any questions about the ITAP host application process or have an idea for a project that you would like to discuss, please contact Angie Smock (asmock@depauw.edu) or Doug Fellegy (douglasfellegy@depauw.edu).

**Timeline for ITAP On-Campus Internship Placements for 2015-2016**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 25, 2015</td>
<td>Call for proposals emailed to returning hosts with previous application info sent for changes or confirmation; call for new proposals emailed to all faculty &amp; staff members</td>
</tr>
<tr>
<td>Feb. 25–Mar. 16, 2015</td>
<td>Consultations with ITAP administrators to draft proposals</td>
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<tr>
<td>March 7, 2015</td>
<td>Changes to or confirmation of classified postings due from returning hosts</td>
</tr>
<tr>
<td>March 16, 2015</td>
<td>Host proposals for new internships due</td>
</tr>
<tr>
<td>March 31, 2015</td>
<td>Classifieds ads for ITAP positions are posted online</td>
</tr>
<tr>
<td>April 1, 2015 (lunchtime)</td>
<td>Internship Fair (hosts provide information and talk to interested interns)</td>
</tr>
<tr>
<td>April 1–24, 2015</td>
<td>Interviews &amp; placements</td>
</tr>
<tr>
<td>April 27, 2015</td>
<td>Paperwork completed for all Fall 2015 and Spring 2016 ITAP Associates</td>
</tr>
</tbody>
</table>