

ITAP On-Campus Internship Call for Proposals

TO: Faculty and Staff/Departments
FR: Donnie Sendelbach, Director of ITAP
Angie Smock, Associate Coordinator of ITAP
Brandy Richmond, Assistant Director of ITAP
RE: **Call for ITAP On-Campus Internship Proposals, Academic Year 2009-2010**
Date: March 4, 2009

The Information Technology Associates Program (ITAP) invites individuals and departments that are interested in serving as on-campus internship hosts for ITAP Associates to submit a proposal following the guidelines set forth in this memo.

Proposals are due by **March 17, 2009**.

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, x6758) or Donnie Sendelbach (donniesendelbach, x6738).

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 START and the Web Team. The first year is designed to introduce students to a variety of Information Technology areas on the DePauw campus and to provide opportunities for ITAP students to develop their technology skills in a variety of forms and applications.

After their first year, ITAP Associates begin year-long on-campus internships working closely with faculty members, staff, and IT professionals. Students receive training, real-world experiences and close mentoring by hosts in areas of their choice. 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. During their fourth year, Senior Associates will have the opportunity to work on the most sophisticated technology projects on campus.

Hosting Opportunities . . .

We are looking for individuals and departments that are interested in serving as on-campus internship hosts for ITAP Associates (those beyond their first year), either for a semester-long internship project or preferably, a year-long internship project. Individuals and departments that are interested in serving as hosts will need to complete an internship proposal form describing the nature of their proposed project.

The online submission form can be found at

<http://www.zoomerang.com/Survey/?p=WEB228R8FH5G82>

Those individuals and/or departments that have one or more specific, short-term projects of limited duration (i.e., less than one semester) should submit a project request through the ITAP Special Projects team. The Special Projects Team is a group of highly-skilled ITAP Associates that takes on short-term technical projects for members of the DePauw community. For more information on the Special Projects Team, please contact the Web Team (webteam@depauw.edu, www.depauw.edu/it/spt).

ITAP Host Responsibilities (You)

As an ITAP internship host, you will serve as mentor and facilitator for your student intern. You will be expected to provide clearly-articulated objectives for your project and a reasonable and attainable work schedule to meet those objectives. ITAP Associates will work approximately 8-10 hrs per week (depending on other program activities for the week). Hosts should provide students with reasonable access to learning resources (e.g. manuals, handouts, etc.), technical resources (e.g. computers, scanners, etc.) and sufficient work-space to accomplish their tasks. Hosts will also complete an evaluation of the Associates' work at the end of each semester as needed. Hosts are responsible for maintaining an open dialogue with the Associates to confirm that goals are being met and that projects are on schedule. Hosts should also devote time to mentoring the intern professionally and/or intellectually as part of the hosting process.

ITAP Associate Intern Responsibilities (Students)

As an ITAP Associate and DePauw employee, students are expected to act professionally and responsibly at all times. Students should communicate often and reasonably with the project host to ensure they understand the project objectives and the tasks at hand. Students should ask for help when needed to ensure the continued progress of the host's project. Students are expected to notify their hosts when a conflict arises in their work schedule and should work with the hosts to make up the hours lost if needed. Interns and Hosts will sign a "Project Contract" that lays out the project expectations of both parties and the desired project outcomes.

Criteria for Selection of Host Proposals

Proposals will be reviewed by the ITAP Host Committee, and applicants will be notified of the status of their applications by **Wednesday, March 25**. The criteria for selection of on-campus internship hosts are as follows:

- Clearly-articulated project objectives
- Opportunity for ITAP intern to gain valuable technology-related work experience
- Clearly conceived plans for mentoring intern
- The ability to encourage and enhance student learning
- Availability of departmental resources (i.e. hardware, software, etc.) to accommodate hosting an intern
- Year-long internships will be given priority over semester-long projects (in the case where the number of projects exceeds program resources)
- Breadth and depth of impact to the University community and University strategic objectives

Host-Associate Interviews

After individuals and departments have been notified of their acceptance as ITAP host sites for 2009-2010, ITAP Associates will receive the list of all forthcoming internship opportunities. Associates will interview directly with prospective hosts in early April, and approved hosts will have the opportunity to offer their positions to the students they judge to be the best match for their projects. Associate placements should be determined by **Friday, April 24**.

Online proposal form . . .

The proposal form is online and requires you to complete all fields. Therefore, a blank version of the proposal form is included after the timeline below, so you know what the questions are. Some of your responses may be longer than one line, so you may wish to prepare them in a Word document beforehand and cut and paste those into the survey. You may also enter your responses directly into the form.

If you have questions . . .

If you have any questions about the ITAP host proposal application process, filling out the proposal form, have an idea for a project that you would like to discuss before submitting a formal proposal, or if you need help facilitating any aspect of the ITAP intern/host experience this spring or next year, please contact Angie Smock (asmock, x6758) or Donnie Sendelbach (donniesendelbach, x6738).

Timeline for ITAP On-Campus Internship Placements for 2009-2010

March 4, 2009	Call for proposals emailed to faculty & staff
March 4 – 17	Consultations with ITAP staff to form proposals
March 17	Proposals due (from potential hosts)
March 17 – 20	Proposals reviewed by ITAP staff, revisions made as necessary by hosts
March 25	All accepted internships finalized.
March 20 - 29	Spring Break
March 25 – 26	ITAP staff prepare advertisements for ITAP Classifieds.
March 30	Advertisements distributed to ITAP interns
March 30 – April 24	Interviews & placements
April 24	All ITAP interns placed for Fall 2009 & Spring 2010

ITAP Host Proposal

1 Host (First Name)

2 Last Name

3 Title

4 Department

5 email

6 Campus Phone

7 Campus Address

8 Project Title

9 Student's Position Title (e.g., "Web Author," "Instructional Materials Developer," "Trainer," "Technology Support Specialist," etc.)

10 Number of Interns Needed

11 If more than one is needed, will they work together in a team?

Yes

No

- 12** Project Description - describe in detail the nature of the proposed internship. What is the purpose of the project? Who will benefit from the completion of the project? How is this project relevant/important to the overall goals of your department (or, if you are an individual, to your professional goals)?

- 13** Project Objective or Goal - describe the overall objective or goal and the desired outcome(s) of the project.

- 14** Project Duration (Note: projects must last at least one semester to qualify for an internship.)

- Full-year (Fall-Spring)
- Fall only
- Spring only

- 15** Project Duration, part 2 - description: include number of hours/week, a tentative project work schedule or timeline (i.e., specific goals to be achieved at specific points in the semester/year). Indicate if this will be an ongoing project or if it will be completed in the 2009-2010 academic year. For ongoing projects, indicate what systems are in place to ensure the project will be sustainable once the Associate's internship is completed.

- 16** Intern Qualifications Needed - describe the skills/skill levels the intern will need to complete the project. List required knowledge of software applications, as well as soft and hard skills necessary to work on the project. Identify which skills are necessary at the time of hire, and which can be acquired after the start of the internship.

- Web Authoring
- Flash/Multimedia
- Digital Audio
- Digital Video
- Writing
- Management/Leadership (e.g., managing or supervising other interns)
- Training
- Technology in Teaching & Learning (FITS)
- Computer Service/Troubleshooting
- Other, please describe here

- 17** Intern's work area - describe where the intern will be working, any equipment/technology s/he will be using, outstanding space or equipment you are in the process of acquiring to complete the proposed project, etc.

- 18** Job Advertisement - enter the text for the job advertisement which will be published in the ITAP Classifieds if your proposal is accepted. (You may submit this information later if you wish).

- 19** Intern Learning Experience - describe the growth experience you believe the student will gain while working with you, including what you expect the student will learn and what types of skill(s) s/he will master or improve.

- 20** Mentoring/Teaching Approach in relation to the intern - describe your plan for guiding your student's work (e.g., how often you will meet, what technical/professional expertise you have to offer him/her, etc.)

