



# Information Technology Associates Program

*Creating Innovative Thinkers and Leaders  
for the Digital Age*

**2009-2010  
Handbook**



## The Information Technology Associates Program

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## **Handbook Information**

The purpose of this handbook is to present the policies, procedures, and activities of the DePauw Information Technology Associates Program (ITAP). Every effort has been made to ensure that the information contained in this handbook is accurate at the time of publication. However, this handbook should not be construed as a contract between the University and any person. The policies contained herein are subject to change following established University procedures. The information contained in this handbook is effective as of the fall semester of 2009. The most up-to-date version of the handbook can be found at <http://www.depauw.edu/it/itap>.

DePauw University is an Affirmative Action, Equal Opportunity Employer, seeking diversity in all areas and levels of employment and abiding by all local, state, and federal regulations concerning equal employment opportunities. The ITAP program, in accordance with the policies set forth by the University, supports the right to a respectful work environment free from harassment or discrimination of any kind.

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## I. The Vision

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. Students gain hands-on, real-world experience in a close mentoring environment.

## II. Program Overview

The Information Technology Associates Program offers students the chance to be involved in learning, using, and creating the latest information technologies during all four of their years at DePauw. Whether students want to master digital video production, Web design, technical training, desktop support or network hardware, the program offers rich opportunities for learning and mastery.

Students selected for the program spend an average of eight to ten hours per week in internship and training activities and are paid by the hour for their work. Students have the opportunity to assume significant leadership roles in the program as they rise from the apprentice level to the associate and senior associate levels. ITAP Associates become the mentors, trainers, and leaders for future students in the program.

**Year 1:** During their first year, ITAP Apprentices participate in four six-week rotations with leading campus information technology (IT) groups, such as Information Services. Special workshops and training opportunities are also offered throughout the year.

**Year 2:** In their second year, ITAP Associates begin year-long, on-campus internships, working closely with faculty members, and IT and other staff. Students receive training, real-world experiences, and close mentoring in areas of their choice.

**Year 3:** During year three, students with a GPA of 3.0 or better may complete a semester-long, IT-related, off-campus internship at a leading employer. During their semester(s) on-campus, they have the chance to work on more advanced projects and begin assuming leadership roles in the program.

**Year 4:** Fourth-year ITAP Associates and Senior Associates have an opportunity to work on the most important and sophisticated technology projects on campus. They serve as mentors, trainers, and leaders for the program.

## ITAP Resource Guide

ITAP students with program-related questions should follow the resource guide below to determine the appropriate staff member to contact first about the issue. Following this resource guide ensures that ITAP Apprentices and Associates will get their questions answered in the most efficient manner.

Topic	Primary Contact
Admission	Brandy Richmond
Hardware and Software Problems	Information Services Helpdesk
Software Requests	Information Services Helpdesk
ITAP On-Campus Internships	Donnie Sendelbach, Brandy Richmond, Angie Smock
Off-Campus Internships	Brandy Richmond
Timecard Issues	Angie Smock
Professional Development Series	Donnie Sendelbach

ITAP Institute	Brandy Richmond
Rotation and Host Problems	Donnie Sendelbach
Technical Project Assistance	Donnie Sendelbach
ePort Assistance	Michael Gough

## ITAP Glossary

Apprentice      ITAP student currently in his/her first-year at DePauw  
Associate        ITAP student currently in his/her sophomore, junior or senior year at DePauw

## III. Admission to ITAP

Students of all majors and career interests are encouraged to apply. Admission into the program is highly selective. Any prospective student may apply for admission to the program by completing the online application form at <http://www.depauw.edu/it/itap> and by following the regular DePauw admission process. Full details and deadlines are provided online.

Criteria used in making admissions decisions will include the following primary selection principles:

- Academic Record
- Analytical Skills
- Communication Skills
- Extra-Curricular Activities
- Evidence of Leadership and Motivation
- Evidence of Interest in the Program
- Technical Experience (projects, work, courses, etc.)
- Technical Skills and Aptitude
- Technology-related Work Experience

Lateral entry into the Information Technology Associates Program is possible for upper-class and first-year students during the fall semester. Students applying for lateral entry must complete the online registration form and submit two recommendation letters from DePauw staff or faculty members. Lateral admission into ITAP is highly selective and prospective lateral entrants must demonstrate a high level of technical proficiency and sound work experience.

### Conflicts with other programs or student work positions

Because participation in ITAP is a paid experience, students' financial aid packages may be affected. ITAP participation will replace work-study for all students. This means that ITAP students are not allowed to hold other paid positions on campus while in ITAP. The precise impact on financial aid packages will vary by student. For this reason, those admitted to ITAP should discuss their packages with the Financial Aid staff.

Members of ITAP who wish to serve as Resident Assistants (RAs) are not permitted to participate in ITAP on-campus internships. Students desiring to participate in the RA program should notify the Assistant Director prior to applying. If offered an RA position, the Associate must request a one-year leave of absence from ITAP. If approved, the leave is only granted for a term of one year. If an ITAP Associate elects to continue as an RA for more than one academic year, they must withdraw from ITAP.

Members of ITAP who wish to serve as Fall Admissions Counselors are not permitted to participate in ITAP on-campus internships. Students desiring to participate in the Fall Admissions Counselor program should notify the Assistant Director prior to applying. If offered a Fall Admissions Counselor position, Associates

must request a one-semester leave of absence from ITAP. If approved, this leave is only granted for a term of one semester.

Students may not concurrently serve as an ITAP Apprentice or Associate and a Bonner Scholar.

Students needing a leave of absence for other reasons must notify their host and the ITAP Assistant Director in writing asking for the leave. Until the host and Assistant Director receive the request in writing, the student is considered employed by ITAP and held accountable for working in the Program. Failure to notify them early in the semester or at the time of ceasing to work will result in disciplinary action with ITAP, including probation or dismissal.

## IV. Compensation

For the 2009-2010 academic year, ITAP Apprentices will be paid \$8.00 per hour. The expectation is that Apprentices will work 24 weeks over the course of the academic year in four six-week blocks. At the \$8.00 wage rate, Apprentices can work approximately 10 hours per week. This may be adjusted up or down by the program director for some periods of time (Winter Term, for example, if the students have extra time).

ITAP Associates will be paid \$8.50 per hour. The expectation is that Associates will work as many as 28 weeks over the course of the academic year. At the \$8.50 wage rate, Associates can work approximately 10 hours per week for 28 weeks. The number of hours per week may be adjusted up or down by the program director to provide flexibility.

### Timecards

Student employees are on a bi-weekly payroll schedule. All time cards must be submitted electronically to the Financial Aid Office by ITAP hosts before 10:00 a.m. of the scheduled due date. Any time cards submitted later than this will be processed on the next payroll period.

**Students are responsible for filling out their time cards accurately and submitting them on time and are required to do so.** *Hours must be entered and submitted well before midnight on the last day of the pay period.* The student's supervisor may approve and submit the electronic time card only after hours have been verified. Any student who is caught submitting hours for which they did not work will be immediately dismissed from the program. Failure to submit electronic time cards in a timely manner will result in disciplinary action based on the recommendations of internship hosts, rotation leaders, or the Financial Aid Office.

## V. Laptops

Starting in 2009 members of ITAP are required to purchase a program laptop designated by the University's laptop program and to use their personal laptop or University lab facilities for ITAP work. (When using a laptop not purchased through the plan, a student will likely encounter problems with uniformity to campus standards in addition to problems with support.)

As most students depend heavily on their laptops for both ITAP projects and academic work, it is imperative that the laptops are kept in excellent working order. Please follow these policies and guidelines:

- Do not share your passwords with others.
- Back up the files and documents you store on your laptop hard drive to the P:/I: drive (help can be found on <http://www.depauw.edu/it/helpdesk/downloads/>), external drive or DVD regularly. That way, if your computer crashes or is damaged, you will have backup up copies of your work.
- Do not store work that you are doing for your on-campus internship on your personal laptop.

Instead, ask your host to set up an I: drive folder for you to use. That way, you can easily share the documents with the host.

- Review and abide by the University Electronic Communications and Acceptable Use Policy, available at <http://www.depauw.edu/it/policies/electroniccommunications.asp>. Do not install any program whose purpose is to circumvent the University's network protocols. Failure to abide by these policies may result in dismissal from ITAP.
- Be careful of downloads! Do not trust software that is unfamiliar. Before downloading a file, use a search engine such as Google to find out what information is available, and what potential problems may exist BEFORE downloading or updating software. Utilize applications such as *Malwarebytes*, *AdAware* and *SpyBot* to look for "garbage" that may have been installed along with freeware and shareware programs.
- Be wary of any program that runs on start up or places an icon in the system tray (lower right corner of the screen on a Windows computer). These applications use system resources, significantly slowing the performance of the computer.
- Remember that it is ILLEGAL to share music and other media files if you do not have appropriate permission to distribute the files. A good resource to learn more about avoiding copyright infringement is at <http://www.depauw.edu/it/policies/mediadownloadpolicy.asp>.

## Use of University-owned laptops and other equipment

In some cases, when an ITAP Associate's on-campus internship project requires a computer with a different operating system from his/her own personal machine (e.g., a Mac OS instead of Windows, or vice versa), a DePauw-owned laptop may be lent to the Associate for the project on a semester-by-semester basis. Requests for such accommodations must be submitted by the internship host and will be reviewed by the program director for approval.

Those students who are issued a loaner laptop will be responsible for maintaining these laptops and treating them with the same respect that they would any other University property. Students will be required to sign a Laptop Responsibility Form before acquiring their laptop. Signing this form indicates that students agree to be responsible for their laptops at all times while in the program. Media Services (MUST) equipment policy mandates that a student who checks out a laptop or other equipment is solely responsible for it. While another person may be allowed to use it in an emergency, regular use by someone other than the original borrower is inappropriate. Also, do not leave the laptop or equipment in the care of another person, visible inside a car, or in an unsecured area. Charges for misuse, damage and loss will be added to students' accounts.

Students must return their laptops or other borrowed equipment to the MUST service center on or before the date indicated on their lending agreement format. Failure to return University equipment on time may result in fines and/or expulsion from ITAP.

## VI. Program Requirements

The ITAP core requirements are listed below.

### A. Learning Journals

During their six-week rotations, ITAP Apprentices will be expected to keep a learning journal. The goal of the learning journal is to encourage students to draw connections among their experiences and to think about the larger professional context of their experiences. The students will also be able to identify mistakes to avoid in the future, recognize successful aspects, and develop principles to apply to similar situations. By exploring his/her observations, the student will develop self-awareness and insight.

Apprentices should spend one hour at the end of weeks 3 and 6 of each rotation reflecting on their experiences and recording these reflections. Students compose and maintain their personal journals in the rotation's Moodle course. Journal entries are due by midnight on Sunday evening of each pertinent week for the Assistant Director of ITAP and rotation hosts to read. **Please note: learning journals are due on Friday of the last week of the second rotation to avoid academic conflicts.** Hosts and program directors will provide feedback and guidance, especially when your entries do not address the expectations of the program.

The student should include in his/her learning journal

- Brief summary of relevant projects
- Significant things learned
- Difficulties experienced/Conclusions reached
- Successes achieved/Insights gained
- Things to do differently and why
- Significant connections between experiences

The student should not include in his/her learning journal

- An over-summarization of the experience (do not use bulleted lists).
- Reactions to situations, unless there is an explanation as to why he/she reacted in a particular way. For example, "I liked working on this project...*because I was able to use my consulting skills to help the client determine the best approach to take when setting up a discussion board*" or "I was confused by his comment...*so I asked specific questions about the goals of the project, the timeline, and the content he wanted to present to the class*" are acceptable statements as long as the student includes the part of the sentence that is italicized.
- Using the summary as an excuse for poor performance. For example, "It's not my fault we did not meet this deadline, Professor Jones has it in for me!" is not an acceptable statement.

Some questions the student may want to address in his/her learning journal:

- Was the final outcome what I set out to do? Why or why not?
- What influences (good and bad) did I encounter?
- How did I deal with these influences?
- Did these influences alter the process I followed?
- What will I do differently the next time and why?
- How did this experience affect me? Why?
- How does this connect with my past experiences?
- What have I learned from this experience?

## B. Professional Development Series, Program Events, and Workshops

The ITAP Professional Development Series provides students with an enhanced awareness of information technology's impact in the context of society, education, and business; develop the skills needed to apply technology in real-world situations; and contribute to the community of information technology scholars and professionals.

To aid in the development of ITAP students as well-rounded students and professionals, lectures and workshops from three main categories including **Society and Culture**, **Skills Development**, and **Leadership** will be offered throughout the year. Examples of possible lecture/workshop topics include: how information technology has changed education (Society and culture), globalization of technology (Society and culture), Flash training (Skills Development), and company president on career (Leadership).

**Students must participate in at least THREE (3) approved events per semester.** Students may participate in multiple Skills Development workshops, but only ONE will count towards the Professional

Development Series requirement. Graduating seniors are not exempt from the requirement even in the last semester at the University: if a graduating senior does not fulfill the requirement the final semester, he/she will not graduate with ITAP distinction.

Students attending applicable lectures/workshops not included in the Professional Development Series may petition the ITAP program director at least one week *prior* to the event to receive Professional Development Series credit. In the petition, students must explain how the event accomplishes at least one of the objectives of the Professional Development Series. Approval of all events is made at the discretion of the ITAP administration.

### C. Evaluation

At the end of a six-week rotation, hosts will fill out the Apprentice Evaluation Form, and Apprentices will fill out the Host and Apprentice Experience Evaluation Form. Meetings between the hosts and the Apprentices to review the evaluation forms are optional for both parties.

For all on-campus internships, an evaluation will be required at the mid-point and at the end of each semester. Hosts will fill out an Associate Evaluation Form and Associates will fill out the Host and Associate Experience Evaluation Form.

### D. ePortfolios

An e-portfolio is a **digital collection of information and artifacts** which represent students' skills and abilities, similar to other, more common types of portfolios, such as those used by artists to showcase work.

All ITAP apprentices/lateral entry students are required to construct an ePortfolio during second semester of their first year. Students are expected to have artifacts to include in their ePortfolios at the time of their completion and artifacts from their ITAP rotations are a natural fit. Examples of previous artifacts are: Web sites designed during the Web rotation, programming projects, digital video and audio clips, and writing assignments.

First-year students are required to participate in an ePortfolio skills workshop early in the spring semester. This workshop will fulfill the Skills Development component of the Professional Development Series. Each student will be assigned an ePortfolio mentor to guide his/her progress on his/her ePortfolio.

## VII. Disciplinary Policies and Continuation in the Program

Admission to the DePauw Information Technology Associates Program does not ensure continuation in the program or with a specific internship or rotation. Continuation and participation are contingent upon maintaining appropriate academic performance; meeting the attendance, performance, and professional conduct expectations of the program; and active participation in the various functions the program sponsors.

To remain an ITAP Apprentice or Associate, a student must maintain a 3.0 grade point average. Students who fail to maintain a 3.0 grade point average will be placed on probation and will be expected to raise their GPAs by the end of the subsequent semester. Students with a semester GPA below 3.0 for two semesters will be dismissed from the program. (Students joining ITAP Fall 2008 or prior must maintain a 2.5 GPA.)

In addition to the academic requirements, students must also meet the professional standards and expectations of the program. Each student's efforts are critical to the success of his/her host, so meeting these expectations is crucial for the program and the student's success. These expectations will vary with

each host but will be presented clearly by the host at the beginning of an internship. Each student should ask for clarification regarding expectations early on.

Anytime a host supervisor is dissatisfied with the performance or attendance of an ITAP Apprentice or Associate, he/she may issue a written warning to the student: a copy of which will be sent to the Assistant Director of ITAP. A copy of the warning will be kept in the student's file in the ITAP Office. If the situation does not improve soon after, the supervisor may dismiss the student from the internship or rotation and notify the Assistant Director of ITAP.

Host supervisors are encouraged to give the Apprentice or Associate an opportunity to correct his or her deficiencies prior to termination. Disciplinary action should follow a progressive approach that might include verbal warnings, written warnings, suspension, and dismissal. The appropriate disciplinary starting point will vary with the nature of the incident, however, and in certain cases (such as insubordination or criminal conduct), discipline will initiate directly with dismissal. A written notification of dismissal is required and a copy will be sent to the Assistant Director of ITAP.

**Actions/violations severe in nature may be forwarded to the Offices of Student Affairs and/or Public Safety for investigation and/or for filing of civil, criminal/university charges, or student disciplinary action.**

Any student who feels he/she has been treated unfairly may appeal to the Assistant Director of ITAP. The decision made by the ITAP administration is final.

Students who are dismissed from a rotation or internship may also be dismissed from ITAP, depending upon the circumstances of their dismissal from their internship or rotation. Those students who are not dismissed from the program will be placed upon program probation for a period determined by the Program Director or Assistant Director. Apprentices on program probation may rejoin their cohort for subsequent rotations or be reassigned at the discretion of the Program Director and Assistant Director. Associates who have been dismissed from an internship will be reassigned at the discretion of the Director and Assistant Director.

Students on probation will be expected to meet during the first month of the probationary period with the Program Director to discuss the student's progress and status. If the Associate is not addressing the probationary issues, further probationary or dismissal from the program may result.

**Students placed on probation for two semesters (consecutive or non-consecutive) for any reason will be dismissed from the program.**

	<b>Requirement</b>	<b>Corrective Action</b>
<b>GPA</b>	3.0*	If GPA is under 3.0 for two semesters (for both the semester GPA and cumulative GPA), student will be dismissed from ITAP
<b>Professional Development Series</b>	Attend 3 events per semester	If a student does not attend the required number of events, without negotiating conflicts in advance, that student will be placed on probation.
<b>Professional Conduct Evaluations</b>	Students are expected to act in a professional manner whenever engaged in program activities or working in the program. Students are expected to abide by the University Code of Conduct and the Student Handbook.	Students who receive a negative evaluation ("not recommended" to remain in the program) will be placed on probation. Students who receive two negative evaluations will be dismissed from the program.

\* Students who joined ITAP Fall 2008 or prior must maintain a 2.5 GPA.

<b>Host Performance and Professional Conduct Expectations</b>	Students are expected to complete the assignments and meet the expectations set by their hosts in a timely and professional manner.	Anytime a host supervisor is dissatisfied with the performance or attendance of an ITAP Apprentice or Associate, he/she may issue a written warning to the student: a copy of which will be sent to the Assistant Director of ITAP. A copy of the warning will be kept in the student's file in the ITAP Office. If the situation does not improve soon after, the supervisor may dismiss the student from the internship or rotation and notify the Assistant Director of ITAP.
<b>Workshops</b>	Attend all mandatory workshops and program activities	If a student does not attend mandatory events, without negotiating conflicts in advance, that student will be placed on probation.
<b>Learning Journals</b>	Spend one hour every third week reflecting on experiences	If a student fails to complete their journal requirement for two successive entry periods, they will be placed on probation.

## VIII. Employer-Employee Relationship

The employer-employee relationship between DePauw University and its employees remains at-will which means either party may terminate the relationship at any time. No supervisor, manager, or representative of DePauw other than the president has the authority to enter into any agreement with the employee regarding the terms of employment that changes the at-will relationship or deviates from the provisions in this guide.

## IX. Internships

### A. On-Campus Internships

In the second year of the program, ITAP Associates begin yearlong, on-campus internships working closely with faculty members and IT staff. Students receive training, real-world experiences and close mentoring in areas of their choice, whereas faculty and staff members receive trained students to help with their IT needs.

All potential internship hosts must submit a proposal for an Associate. It is the expectation of the ITAP program that hosts set clear expectations for Associates and provide an organized, mentored environment where the students can enhance their IT skills.

Once all hosts are selected, ITAP students will obtain their internships in a manner similar to a "real-world" job search. They will receive the ITAP Classifieds and must contact internship hosts directly and arrange for an interview. During this period, ITAP students can contact as many hosts as desired and can interview at multiple sites. Similarly, an internship host can interview and consider as many students as they desire. After an internship host had decided to hire a student and has offered the position to that student, the Position Acceptance Form must be completed by both the host and the student.. Students who are offered positions should respond either affirmatively or negatively to the host and to the Assistant Director.

All ITAP students are required to have a resume prepared and reviewed by the Assistant Director prior to applying to any job postings. **In addition, ITAP students are expected to attend an interview preparation workshop.** Before or during the interview process, the Assistant Director will gladly meet with any ITAP students who would like assistance in preparing to interview or in finding and selecting an

internship.

Occasionally, ITAP Apprentices and Associates may have the opportunity to travel in their role as ITAP interns. When driving or traveling off-campus, ITAP students are not covered under the DePauw University insurance plan. Students are responsible for their own insurance.

## B. Off-Campus Internships

During year 3 or 4 of the program, students with a GPA of 3.0 or better may complete a semester-long, IT-related off-campus internship. These internships consist of a semester-long internship, worth two course credits, and a reading course worth one course credit.

The two-credit internship is considered to be a full-time work experience (at least 30 hours per week). Applicants assume most of the responsibility for organizing their internships. Each applicant will develop a thorough preliminary proposal, which is reviewed by his/her academic advisor and the Assistant Director of ITAP. Then, he/she must find a faculty sponsor willing to supervise the project and an off-campus internship host. The Assistant Director of ITAP will help to coordinate the placement of students. An applicant should contact prospective hosts only after his/her preliminary proposal has been approved by his/her advisor and the Assistant Director of ITAP. They must document adequate preparation for the internship, including workshops, resume preparation, mock interviews, informational interviews, and meetings with staff members regarding qualifications and internship opportunities. In addition, students must follow all procedures and deadlines for application and approval.

To ensure that students reflect upon and synthesize the work experience, an additional one-credit independent study or Web-based course associated with the internship experience and/or the student's major field of study is required. This course will require an additional 10-12 hours per week of the student's time.

Students approved from this program will register for UNIV 299 (2 course credits), graded on an S/U basis, and for an additional designated course in University Studies. In some cases, students may arrange to have some of the internship or the study course count toward a department major.

### Procedures and Deadlines for Application and Approval

Submitted to ITAP Director	Deadlines for Fall Internships	Deadlines for Spring Internships
Preliminary Proposal with ITAP Assistant Director and Academic Advisor signature	March 6 (semester prior to internship)	April 17 (year prior to internship)
Letters of Recommendation (2)	March 6	April 17
Current Transcript	March 6	April 17
Endorsement of project by faculty internship sponsor	March 20	October 16
Host Confirmation Letter	May 1	December 4
Completed Learning Contract for internship project, signed by student and faculty sponsor	May 1	December 4
Finalized arrangements for 1-credit readings course, submission of syllabus endorsed by instructor and student	May 1	December 4
Liability Release Form	May 1	December 4
Résumé	May 1	December 4

## Overview of the Internship Application Process

1. The student develops a preliminary proposal in consultation with the Assistant Director of ITAP and the academic advisor(s). **An approved proposal, signed by the ITAP Director and academic advisor, is required before the student contacts potential hosts.** In addition to the preliminary proposal, the student should arrange to have submitted two letters of recommendation from faculty members (one may be from the academic advisor) and a copy of his/her transcript. Also, a grade point average of 3.0 and a declared major are required.
2. After approval of the preliminary proposal, the student develops a letter of inquiry and a resume, and begins contacting potential faculty sponsors and hosts.
3. The student submits a revised copy of the preliminary proposal signed by the faculty sponsor.
4. Once a student has received preliminary approval from a host, he/she begins to work on the project description/learning contract with the faculty sponsor and the host.
5. After reviewing the project description/learning contract, the host sends a confirmation letter to the Academic Affairs administrator that includes:
  - Dates of internship
  - Supervisor contact information
  - Specific duties
  - Products, projects, outcomes
6. The student completes the application file by submitting the following to the Academic Affairs administrator: the project description/learning contract, signed by the faculty sponsor and academic advisor(s); a copy of his/her resume; the letter of inquiry he/she sent to the host; and a completed liability release form.

In addition to a semester-long off-campus internship, students can go off-campus for Winter Term internships and summer internships. Associates and Apprentices interested in assistance finding a Winter Term off-campus internship must notify the Assistant Director no later than September 30, 2009. Associates and Apprentices interested in assistance finding a summer off-campus internship must notify the Assistant Director no later than March 1<sup>st</sup>.

Internships provide students with opportunities to work in challenging, responsible positions with large corporations, small business firms or not-for-profit organizations. An internship is normally a full time position that lasts between three and eight months. In addition to opportunities to apply classroom knowledge to real-world problems, ITAP students gain first-hand experience in a professional environment.

Sponsoring firms provide internships because they believe in both the Information Technology Associates Program and the internship concept. While they are often attempting to identify candidates for future employment, in some cases they are providing training from which they expect to derive very few long-term benefits.

Companies will vary widely in the way they handle internships. Some firms place ITAP students in structured training programs. Others rotate the student through two to four areas of a particular department. Still others have the student work on a single job or project during the entire internship period. Regardless of the manner in which the internship is conducted, it is the expectation of the ITAP program that the student receives an experience similar to that of an entry-level position. The intern should work approximately 35 – 40 hours per week, be incorporated into the department they are working within, and receive appropriate monitoring and mentoring. Most importantly, the internship host should clearly state the expectations for the position at the beginning of the internship.

ITAP internship sponsors are asked to pay students a salary that is commensurate with the work performed.

These salaries will vary among internship sponsors, particularly between those located in the profit versus the not-for-profit sectors.

## X. Withdrawing from the Program

Some students will find that ITAP does not meet their individual interests or academic goals. Other students will find that they are not well adapted to the expectations and requirements of the program. For these reasons, some students will not wish to continue in ITAP. To withdraw from the program, students must initiate a meeting with the Director or Assistant Director of the program or with an ITAP host with whom they feel comfortable. After discussing their particular situation, students who wish to withdraw from the program will be asked to write a brief letter of resignation to the Assistant Director of ITAP explaining their reasoning.

## XI. Intellectual Property

In compliance with University policy, any materials created for the University by individual ITAP students, or created by ITAP students in collaboration with each other and/or with their mentors and/or hosts, while in the ITAP program, will remain the exclusive property of DePauw University. If you have any doubts as to the proper use and purpose of any such material, please contact your host or the program director.

Students working as ITAP interns for 361° Consulting are engaged in work-for-hire and are subject to the following additional intellectual property policy:

*[The 361 Consulting agreement] grants no rights whatsoever to the University or its students in the patents, copyrights, trade secrets, trademarks, service marks or other intellectual property rights of Customer which are provided to the University or its students during the course of performance of the Services. All inventions, copyright-eligible works, ideas, improvements, software, discoveries or other intellectual property of any kind developed, discovered, conceived or created by the University pursuant to a Statement of Work shall be considered a "work for hire" as that phrase is defined by the U.S. copyright laws and shall be owned exclusively by and for the express benefit of Customer.*

ITAP interns working for 361° Consulting are allowed to use samples of the work that they create as part of their portfolios. Students are also encouraged to cite their work experience in their résumé.

## Academic Integrity

The academic integrity policy of ITAP follows the guidelines and policies set forth by DePauw University in the official DePauw University Student Handbook. The handbook is available online at: <http://depauw.edu/univ/handbooks>. Students found in violation of this policy will be subject to dismissal from ITAP, and the Office of Academic Affairs will be notified and will follow the procedure stated in the handbook.

ITAP Handbook Confirmation

I, \_\_\_\_\_ hereby confirm that I have read the ITAP Handbook in its  
(please print your name)

entirety and understand its contents. I have asked for clarification regarding any content herein which I did not understand and I take full responsibility for adhering to the policies and procedures stated in the handbook.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date