

Information Technology Associates Program

ITAP Handbook
Academic Year 2017-2018



DEPAUW
UNIVERSITY

Est. 1837

Information Technology Associates Program

DePauw University
www.depauw.edu/it/itap
Julian 114
Office: 765-658-4580

Doug Fellegy
Director of ITAP
douglasfellegy@depauw.edu

Brandy Richmond
Assistant Director of ITAP
itap@depauw.edu

Nikki Brueggeman
Administrative Coordinator for Information Services
Julian 131, x4580

About this Handbook

The purpose of this handbook is to present the policies, procedures, and activities of the DePauw Information Technology Associates Program (ITAP). The most current version of the Handbook can be found on the ITAP website. If changes are made to this Handbook during the academic year, the online version will be updated and interns will be notified by email. The policies contained herein are subject to change following established University procedures.

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. ITAP, 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.

Table of Contents

I. The Information Technology Associates Program	4
A. Program Overview	4
B. ITAP Glossary	4
II. Program Components	4
A. ITAP Institute	4
B. Apprentice Rotations	5
C. On-Campus Internships	5
D. ITAP Colloquia Series, Program Events, and Workshops	5
E. Evaluation	6
F. Senior Capstone Project	6
III. Compensation 2017-2018	6
A. Compensation	6
B. Timecards	7
C. Conflicts with other programs or student work positions	7
IV. Laptops and Related Equipment	7
A. Student personal laptops	7
B. Use of University-owned laptops and other equipment	7
V. Policies	8
A. Program requirements, disciplinary policies, probation and dismissal	8
B. Requirements and Policies At-a-Glance	9
C. University Code of Conduct	10
D. Academic Integrity	10
E. University Employer-Employee Relationship	10
F. Program-Related Travel	10
G. Intellectual Property	10
VI. Off-Campus IT Internships	11
VII. Becker Fellows Award	11
VIII. Leaves of Absence or Withdrawing from the Program	11
A. Leave of Absence	11
B. Withdrawing from the Program	11
IX. Contracts and Agreements Forms	12
ITAP Contract 2017-2018	12
ITAP Confidentiality Form	12
ITAP Consent to Use Form	13

I. The Information Technology Associates Program

A. Program Overview

ITAP provides internship-quality opportunities for students to expand their technology and professional skills by working in selected on-campus jobs and projects involving technology. ITAP is open to students of any major, and ITAP interns gain valuable professional communication, technology and leadership skills that are essential to any career path. These are paid positions, but students do not need to be eligible for work-study financial aid to participate.

ITAP Apprentices participate in three six-week rotations and one six-week mini internship in their first year of the program. In addition, special workshops and training opportunities are offered throughout the year.

ITAP Associates participate in yearlong on-campus internships, working closely with faculty and staff members in other departments all over campus. Students receive training, real-world experiences, and individual coaching in areas of their choice.

ITAP students obtain their internships in a manner similar to a real-world job search. They review the ITAP Classifieds, a list of hosts and positions certified by the ITAP administration, then apply directly to internship hosts who conduct interviews, after which hosts make job offers.

In addition to their internships, interns participate in the ITAP Colloquia Series, a series of professional presentations focused on information technology's impact in the context of society, education, and business.

ITAP interns are encouraged to expand on their ITAP experience by participating in an off-campus IT-related internship during their DePauw career. These experiences can be part- or full-time, paid or unpaid. Internships can take place during Winter Term, May Term, the summer, or even during a semester in conjunction with an academic component.

Advanced Associates serve as mentors, trainers, and leaders for the program. They have opportunities to work on advanced projects and assume leadership roles in the program.

Graduating Senior Associates complete a senior capstone project, which is presented at the ITAP Senior Showcase during the spring semester.

B. ITAP Glossary

Apprentice – ITAP student intern in his or her first year in the program, currently taking rotations

Associate – ITAP student intern currently in an on-campus internship and beyond Apprentice status

II. Program Components

A. ITAP Institute

Students entering their first year of ITAP are required to participate in ITAP Institute. At the ITAP Institute, an early arrival program orientation, and in a series of meetings and activities scheduled during their first few months in the program, students establish their ITAP career goals, meet other interns in the program, learn about program expectations, and take part in workshops that prepare them for participating in their ITAP Apprentice rotations.

The ITAP Institute details and schedule are provided to Apprentices by email prior to the start of the Institute.

B. Apprentice Rotations

Each first-year ITAP Apprentice completes three six-week rotations (averaging 6-10 hours per week) and one six-week mini internship throughout the year to experience different areas of technology.

These rotations combine one-on-one training in a specific area of technology with opportunities to apply that learning in authentic work projects with their rotation host.

In the third rotation period, ITAP students each engage in an assigned apprenticeship and work with an expert information technology (IT) supervisor. During this mini internship, Apprentices also participate in interview workshops, undergo mock interviews, and engage in other activities to prepare them for interviewing for their ITAP jobs as associates in the next school year.

Rotation schedules and cohort assignments for each Apprentice are distributed during ITAP Institute.

C. On-Campus Internships

ITAP Associates engage in yearlong, on-campus internships working closely with faculty and staff members. Students receive training, real-world experiences and mentoring in areas of their choice, and, in return, faculty and staff members receive trained students to help with their IT needs. Work for these internships should be done on campus in a designated workspace or a location agreed upon by the associate and the host. Associates are not allowed to complete work while they are off campus.

ITAP students obtain their internships in a manner similar to a real-world job search. They review the ITAP Classifieds, a list of positions and hosts certified by the ITAP administration, then apply directly to internship hosts who conduct interviews, after which hosts make job offers. An Associate can apply for a new internship each year or may choose to reapply to a current one.

Interns are expected to attend interview preparation workshops before their first time looking for an on-campus internship. Before or during the interview process, ITAP staff will gladly meet with any ITAP student who would like assistance in preparing to interview or in finding and selecting an internship.

Specific details about the job search process are distributed to ITAP students near the beginning of the spring term.

D. ITAP Colloquia Series, Program Events, and Workshops

ITAP Colloquia Series

The ITAP Colloquia Series provides students opportunities to interact with and hear presentations by engaging speakers on topics involved with technology's impact in the context of society, education, and business.

ITAP students are required to participate in at least TWO (2) approved ITAP Colloquia Series events per semester.

Students who plan to attend applicable lectures/workshops not included in the ITAP Colloquia Series may petition the ITAP staff at least one week *prior* to the event to receive Colloquia Series credit. In the petition, students should describe how they believe that the event aligns with the objectives of the ITAP Colloquia Series. Approval of all events is made at the discretion of the ITAP administrators.

Other Program Events and Workshops

In addition to the ITAP Colloquia Series, students are encouraged to attend any of a variety of IT-related skills workshops offered on campus throughout the year, such as Learning through Experiential Applications Program (LEAP)* events sponsored by the Hubbard Center for Student Engagement and technology workshops offered by Student Technology Support.

*The Learning through Experiential Applications Program (LEAP) offers workshops and activities to help students develop their career interests and strengthen the skills needed to succeed in their academic and career fields of interest. More details about LEAP are available at the Hubbard Center website (www.depauw.edu/academics/centers/hubbard/).

E. Evaluation

Apprentices are evaluated at the end of each six-week rotation by their rotation host, using the Apprentice evaluation forms. Meetings between each Apprentice and his/her host to review these evaluations are mandatory.

Associates in on-campus internships are evaluated at the midpoint of each semester by their host. Interns with less than satisfactory performance evaluations (e.g., “recommended with reservation”) should have a follow-up evaluation at the end of the semester. Meetings between each Associate and his/her host to review these evaluations are mandatory.

F. Senior Capstone Project

Graduating Senior Associates are required to complete a senior capstone project, which they present at the ITAP Senior Showcase in the spring semester.

Details about the Senior Capstone Project are distributed to ITAP Senior Associates early in the fall term.

III. Compensation 2017-2018

A. Compensation

ITAP students are paid for the time they spend participating in ITAP Institute, working in their rotations and on-campus ITAP internships, attending ITAP Colloquia Series Events, and other required program activities. ITAP students are also paid for the time they spend participating in other campus IT-related skills workshops as long as the workshop is directly related to their ITAP work.

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 work 6-10 hours per week.

ITAP Associates will be paid \$8.50 per hour. Associates typically work 28 weeks over the course of the academic year. At the \$8.50 wage rate, Associates work 8-10 hours per week for 28 weeks. Any variation must be discussed with an ITAP administrator (e.g., working additional hours during Winter Term, Fall or Spring Breaks, etc.).

Because participation in ITAP is a paid experience, students' financial aid packages may be affected. The precise impact on financial aid packages will vary by student. For this reason, students admitted to ITAP should discuss their financial aid package with staff in the Office of Financial Aid.

ITAP participation will replace work-study for those students who have a work-study award during the academic year(s) they are in ITAP.

Associates who are not meeting the 8-10 hours per week work requirement should discuss this with an ITAP administrator.

B. Timecards

ITAP members are paid on a bi-weekly payroll schedule and submit their hours electronically. ITAP hosts must approve submitted time cards before a paycheck can be issued. Time cards submitted late do not get approved on time and therefore may not be processed until the next payroll period.

The calendar of timecard submission deadlines is shared with ITAP interns at the start of each semester.

Other important things to note:

- Students are required to fill out their time cards accurately.
- Hours should be entered each time students work.
- Timecards must be completed and submitted before midnight on the last day of each pay period.
- If a student misses the pay period submission date for more than four time cards in a semester the result will be disciplinary action in the form of probation or dismissal.
- Any student caught submitting hours for which he/she did not work will be immediately dismissed from the program.

C. Conflicts with other programs or student work positions

ITAP students may not hold any other paid positions on campus while in ITAP.

ITAP students may not concurrently participate in the Bonner Scholar program. Members of ITAP who wish to serve as Resident Assistants (RAs), Mentors, or Senior Admission Counselors may not participate in ITAP on-campus internships at the same time. Students desiring to participate in the aforementioned programs should notify an ITAP administrator prior to applying. If accepting an RA, Mentor, or Admission Counselor position, to remain in good standing in ITAP the Associate must request a leave of absence from ITAP.

IV. Laptops and Related Equipment

A. Student personal laptops

Members of ITAP are required to purchase a laptop designated by the University's student laptop program and to use their personal laptop or University lab facilities for ITAP work.

Students depend heavily on their laptops for both ITAP projects and academic work, so it is imperative that the laptops are kept in appropriate working order. ITAP students are expected to abide by the following policies and guidelines:

- Do not share your passwords with anyone.
- Back up files and documents regularly from your laptop to a secondary location such as Google Drive, Dropbox, an external hard drive, USB drive, or DVD. That way, if your computer crashes or is damaged, you will have backup copies of your work.
- Consult with your host to determine the best location to store the files that you need to share with him/her, so you both have ready access to your work.
- Review and abide by the University Electronic Communications and Acceptable Use Policy and other University IT policies, available at <http://www.depauw.edu/it/policies/>.

B. 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 laptop (e.g., a Mac instead of Windows), a DePauw-owned laptop

may be loaned to the Associate for the project. Requests for such accommodations must be submitted by the internship host and will be reviewed by an ITAP administrator for approval.

A student who is issued a loaner laptop or other equipment for this purpose is solely responsible for maintaining it and protecting it from misuse, damage, or loss, as defined by the relevant equipment lending policies. In addition, students must return any such borrowed equipment on or before the date indicated on their lending agreement. Failure to comply with these policies may result in fines and/or dismissal from ITAP.

V. Policies

A. Program requirements, disciplinary policies, probation and dismissal

Once a student is admitted to ITAP, continuation and participation in the program are contingent upon maintaining appropriate academic performance; meeting the attendance, performance, and professional conduct expectations of the program; and active participation in the various program-sponsored activities and events.

To remain an ITAP Apprentice or Associate, a student must have at least a 3.0 grade point average (GPA), both cumulative and per each semester. 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.

In addition to the academic requirements, students must meet the professional standards and expectations of the program. These expectations will vary with each position host, but will be presented clearly by the host at the beginning of an internship. When in doubt, students should ask for clarification regarding expectations early in their internship.

If a host supervisor is dissatisfied with the performance of, attendance of, or communication by an ITAP Apprentice or Associate, he/she may issue a written or email warning to the student and provide a copy to the ITAP Office. If the situation does not improve to the satisfaction of the supervisor in a timely manner, the supervisor may dismiss the student from the internship or rotation and notify the ITAP administration.

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

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 on program probation for a period determined by the ITAP administration. Apprentices on program probation may join their cohort for subsequent rotations or be reassigned at the discretion of the ITAP administration. Associates who have been dismissed from an internship will be reassigned at the discretion of the ITAP administration.

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

Any student who feels he/she has been treated unfairly may appeal to an ITAP administrator. All appeals will be considered; resulting decisions are final.

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

B. Requirements and Policies At-a-Glance

	Requirement	Corrective Action
Grade Point Average (GPA)	Students must have at least a 3.0 GPA, both cumulative and per each semester.	If GPA is below 3.0 for two semesters (for both the semester GPA and cumulative GPA), student will be dismissed from ITAP.
ITAP Colloquia Series	Students must attend 2 ITAP Colloquia Series events per semester.	If a student does not attend the required number of events, that student will be placed on probation.
Timecards	Students are required to complete and submit their time cards accurately and on time.	Chronic failure to submit electronic time cards in a timely manner will result in disciplinary action. Any student who is found to have submitted hours for which he/she did not work will be immediately dismissed from the program.
Professional Conduct Evaluations	Students are expected to act in a professional manner whenever engaged in program activities or working in the program.	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.
Performance Expectations	Students are expected to complete assignments and meet expectations set by their hosts in a timely and professional manner.	If a host supervisor is dissatisfied with the performance of, attendance of, or communication by an ITAP Apprentice or Associate, he/she may issue a written or email warning to the student and provide a copy to the ITAP Office. If the situation does not improve to the satisfaction of the supervisor in a timely manner, the supervisor may dismiss the student from the internship or rotation and notify ITAP administration.
University Code of Conduct / Community Standards	Students are expected to abide by the University Code of Conduct and the University Student Handbook. When a student is placed on Level One Probation or higher, student should notify an ITAP administrator in writing or email within 72 hours of the violation.	Some infractions may result in probation or dismissal.
ITAP Probation	Students on probation are expected to address the probationary issue(s).	Students placed on probation for two semesters (consecutive or non-consecutive) for any reason will be dismissed from the program.

C. University Code of Conduct

ITAP students are expected to follow the University Code of Conduct. When a student is placed on Level One Probation or higher, it is expected that the student notify an ITAP administrator in writing or email within 72 hours of the violation. The Director of Community Standards will verify the Community Standards status of ITAP students upon request and communicate pertinent information to the ITAP program. For sanctions of repeat Level One Probation, Deferred Suspension, or Suspension, ITAP administrators will align the student's status in the program accordingly. ITAP administrators reserve the right to protect a host or the program itself as needed. If the infraction endangers the host's area, internship project, or the program in general, a student may be immediately dismissed from the internship or from ITAP entirely.

D. 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: www.depauw.edu/handbooks/student. 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.

E. University 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.

F. Program-Related Travel

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 DePauw University insurance and are responsible for their own insurance.

G. 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 or the faculty host. If you have any doubts as to the proper use and purpose of any such material, please contact your host or the ITAP Director.

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

The ITAP Contract 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.

VI. Off-Campus IT Internships

ITAP interns are encouraged to expand on their ITAP experience by participating in an off-campus IT-related internship during their DePauw career. These experiences can be part or full-time, paid or unpaid. Internships can take place during Winter Term, May Term, the summer, or during a semester in conjunction with an academic component. Some off-campus internships may be eligible for Extended Studies Curricular Credit.

Students who are interested in exploring or planning IT-related internship opportunities will find helpful information through the Hubbard Center of Student Engagement and are encouraged to consult with any ITAP administrator for assistance.

VII. Becker Fellows Award

The Becker Fellows Award is given each year to ten ITAP Associates who have demonstrated significant achievement in their on-campus and off-campus internship activities. The awards are presented each spring semester during the University Academic Awards Convocation.

Recipients of this distinguished honor are believed to accurately represent the best ITAP has to offer the campus community and the world at large. The selection of Becker Fellows is based on activities in which ITAP students have participated and on qualities they have demonstrated in their leadership and service to ITAP, the Campus, and/or the Greencastle community. Information provided in the annual ITAP Activities Survey conducted each fall supplements program records of each student's activities, which are used to consider and select award recipients.

VIII. Leaves of Absence or Withdrawing from the Program

A. Leave of Absence

A leave of absence for participation in other programs or employment requires special permission in advance.

A leave of absence for special circumstances (e.g., health problems or family situation, etc.) at any time should be discussed with ITAP administrators as soon as possible.

Students needing a leave of absence for any reason must notify their host and an ITAP administrator in writing (or email) to request the leave. Students may request a leave of absence during their sophomore, junior, and senior academic years with the exception of the spring semester of their senior year; all ITAP students are required to be on campus during the spring semester of their senior year to participate in the Senior Showcase presentation. Until the host and ITAP administration receive the request in writing, the student is considered employed by ITAP and held accountable for working in the program. If a student fails to provide notification about his/her leave of absence prior to ceasing to work, it may result in ITAP disciplinary action, including probation or dismissal of that student from the program.

B. Withdrawing from the Program

A student might find that ITAP does not meet their individual interests or academic goals or that he/she is not well adapted to the expectations and/or requirements of the program. For these reasons, some students may not wish to continue in ITAP. To withdraw from the program, a student must initiate a meeting with an ITAP administrator to discuss their desire to exit. Following that discussion, if he/she elects to withdraw, the student will be asked to write a formal letter of resignation to the ITAP administration.

IX. Contracts and Agreements Forms

ITAP Contract 2017-2018

Your signature below constitutes a contractual agreement with the Information Technology Associates Program (ITAP) and its administrators.

I, _____ hereby confirm that I have read the ITAP Handbook
(Printed Name)

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

I also understand that by signing below I am giving permission for ITAP administrators to access my academic and judicial/Community Standards records for purposes related to my employment.

Signature

Date

ITAP Confidentiality Form

I, _____ hereby confirm that I understand that by virtue of my
(Printed Name)

employment through the Information Technology Associates Program at DePauw University, I may have access to print and electronic materials that contain individually identifiable and confidential information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 or other laws or University policies. I acknowledge that I fully understand that the intentional misuse or disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure or use also violates DePauw's policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

When in doubt if I can share information, I will consult with my host or ITAP staff before doing so. This includes information discussed by my host or in the host's area.

Signature

Date

ITAP Consent to Use Form

I, _____, hereby _____ grant / _____ deny
(Printed Name)

DePauw University's ITAP administration permission to use and/or publish on the University Website or in other promotional and educational materials photos or videos of me or work completed by me as an ITAP student.

Signature

Date

