Information Technology Associates Program

Creating Innovative Thinkers and Leaders for the Digital Age

How to Succeed in ITAP
Handbook 2012-2013
Information Technology Associates Program

DePauw University
Julian 114
Greencastle, IN 46135-1669
Office: 765-658-4580

Donnie Sendelbach
Director of Instructional and Learning Services (I.L.S.)
Director of the Information Technology Associates Program (ITAP)
donniesendelbach@depauw.edu
Julian 136, x6738

Brandy Richmond
Assistant Director of the Information Technology Associates Program (ITAP)
Coordinator of Technology Internships
itap@depauw.edu
Julian 114, x4718

Angie Smock
Assistant Coordinator of the Information Technology Associates Program (ITAP)
Communication Specialist
asmock@depauw.edu
Julian 133, x6758

Nikki Brueggeman
Administrative Coordinator for Information Services
Julian 131, x4580

Handbook Information

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 Web site at http://www.depauw.edu/it/itap. 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. The information contained in this handbook is effective as of the Fall Semester of 2012.

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.
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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 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 within 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 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.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Primary Contact</th>
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</thead>
<tbody>
<tr>
<td>Admission</td>
<td>Brandy Richmond</td>
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<td>Professional Development Series</td>
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<td>ITAP Institute</td>
<td>Brandy Richmond</td>
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<tr>
<td>Rotation and Host Problems</td>
<td>Donnie Sendelbach, Angie Smock</td>
</tr>
</tbody>
</table>
Internship Project Assistance | Donnie Sendelbach
---|---
ePortfolio Assistance | Angie Smock
Requests for Leave of Absence | Angie Smock

**ITAP Glossary**

Apprentice  ITAP student currently in the first-year in ITAP  
Associate  ITAP student currently in the sophomore, junior or senior year and beyond Apprentice status

**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 [www.depauw.edu/it/itap](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
- Extra-curricular activities
- Honors and awards
- Communication skills
- Evidence of leadership and motivation
- Evidence of interest in and understanding of the program
- Technical experience and/or aptitude (projects, courses, employment, etc.)

Lateral entry into the Information Technology Associates Program is possible for upper-class and first-year students during the spring 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 technical aptitude and sound work experience.

**Conflicts with other programs or student work positions**

- ITAP students may not hold any other paid positions on campus while in ITAP. ITAP provides higher pay based on the higher degree of responsibility involved in ITAP positions.
- 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 the Financial Aid staff.
- ITAP participation will replace work-study for those students who have a work-study award when they enter ITAP.
- Associates who are not meeting the 8-10 hours per week work requirement should discuss this with an ITAP administrator.
- ITAP students may not participate in more than one Honors and Fellows Program. Questions should be directed to ITAP staff.
- ITAP students may not concurrently participate in the Bonner Scholar program.
- Members of ITAP who wish to serve as Resident Assistants (RAs) or Mentors may not participate in ITAP on-campus internships at the same time. Students desiring to participate in the RA or Mentor programs should notify the Assistant Director prior to applying. If offered an RA or Mentor...
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 or Mentor 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 at the same time. 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.
- A leave of absence for participation in other programs or employment during the year after rotations are completed requires special permission in advance.
- A leave of absence from ITAP will be limited to one year for the student’s entire ITAP career. A leave 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 other reason must notify their host and an ITAP administrator in writing (email) asking for the leave. Until the host and ITAP 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 may result in disciplinary action with ITAP, including probation or dismissal.

IV. Compensation 2011-2012

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 up to 10 hours per week and only during rotation periods.

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 8-10 hours per week for 28 weeks. Any variation must be discussed with an ITAP administrator (e.g., Winter Term, if an Associate has not used up the first half of her/his ITAP award).

Timecards

Student employees are on a bi-weekly payroll schedule and submit their hours electronically. **Students are required to fill out their time cards accurately and submit them on time. Hours must be entered and submitted well before midnight on the last day of the pay period.** The student’s supervisor may approve 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 ITAP administrators, internship hosts, rotation leaders, or the Financial Aid Office.

Once students have submitted their hours, all time cards must be approved electronically by ITAP hosts before 10:00 a.m. of the scheduled due date. Any time cards approved later than this may be processed on the next payroll period.

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 for which ITAP is not responsible.)

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 thumb drive regularly. That way, if your computer crashes or is damaged, you will have backup 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.

**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 instead of Windows), a DePauw-owned laptop may be loaned 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 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. The Media and User Services equipment policy mandates that a student who checks out a laptop or other equipment is solely responsible for it. While another person may use it in an emergency, regular use by someone other than the original borrower is inappropriate. Students should 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 Media and User Services 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 dismissal 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. Hosts and program directors will provide feedback and guidance, especially when entries do not address the expectations of the program.

Important information to include in a 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

Some questions the student may want to address in a 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?

Examples of what not to include in a 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.
- Using the summary as an excuse for poor performance. For example, “It’s not my fault we did not meet this deadline because Professor Jones has it in for me!” is not an acceptable statement.
- Critiquing the rotation host’s performance.

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; develops the skills, including leadership skills, needed to apply technology in real-world situations; and contributes to the community of
information technology scholars, leaders, 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: education technology (Society and culture), technological globalization (Society and culture), Flash training (Skills Development), and company president lecture (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 demonstrate in detail 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 rotation evaluation. Meetings between the hosts and the Apprentices to review the evaluation forms are mandatory. Students may be penalized for submitting an evaluation late.

For all on-campus internships, an evaluation will be required at the mid-point and, if needed, at the end of each semester. Hosts will fill out an Associate Evaluation Form and meet with the intern to go over the evaluation. Interns with less than satisfactory performance evaluations (e.g., “recommended with reservation”) should have a follow-up evaluation at the end of the semester.

**D. ePortfolios**

An e-portfolio is a digital collection of information and artifacts which represents 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 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. Attending the workshop will be counted as a Skills Development session in the Professional Development Series. Each student will be assigned an ePortfolio mentor to guide progress on the ePortfolio according to the set schedule. Associates are required to keep their ePortfolios current.

**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 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 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. This includes hosts for special projects outside the intern's area as has been cleared with ITAP administrators and the main host. If assigned a special project with another host, the intern should complete the work assigned with the same diligence and communication as with the main host and ITAP administrators.

Anytime 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: 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 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.

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 or email 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 ITAP administration.

**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.**

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 join 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 an ITAP administrator to discuss the student’s progress and status. If the Apprentice or Associate is not addressing the probationary issues, 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. The decision made by the ITAP administration is final.

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

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 both the Assistant Director and Director of the
ITAP Program in writing or email within 72 hours of the violation. The Director of Community Standards will regularly verify the Community Standards status of every ITAP student and communicate that 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.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Corrective Action</th>
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<tbody>
<tr>
<td><strong>GPA</strong></td>
<td>If GPA is under 3.0 for two semesters (for both the semester GPA and cumulative GPA), student will be dismissed from ITAP.</td>
</tr>
<tr>
<td><strong>Professional Development Series</strong></td>
<td>If a student does not attend the required number of events, that student will be placed on probation.</td>
</tr>
<tr>
<td><strong>Professional Conduct Evaluations</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Host Performance and Professional Conduct Expectations</strong></td>
<td>Anytime a host supervisor is dissatisfied with the performance or attendance of an ITAP Apprentice or Associate, he/she may issue a written or email 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 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.</td>
</tr>
<tr>
<td><strong>Timecards</strong></td>
<td>Failure to submit electronic time cards in a timely manner will result in disciplinary action. Any student who is caught submitting hours for which they did not work will be immediately dismissed from the program.</td>
</tr>
<tr>
<td><strong>University Code of Conduct/Community Standards</strong></td>
<td>Students are expected to abide by the University Code of Conduct and the Student Handbook. 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 both the Assistant Director and Director of the ITAP Program in writing or email within 72 hours of the violation. The Director of Community Standards will regularly verify the Community Standards status of every ITAP student and communicate that 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.</td>
</tr>
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If the infraction endangers the host’s area, internship project, or the ITAP program in general, a student may be immediately dismissed from the internship or ITAP entirely.

<table>
<thead>
<tr>
<th>Workshops</th>
<th>Attend all mandatory workshops and program activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Journals</td>
<td>Spend one hour every third week reflecting on experiences</td>
</tr>
<tr>
<td></td>
<td>If a student does not attend mandatory events, that student may be placed on probation.</td>
</tr>
<tr>
<td></td>
<td>If a student fails to complete their journal requirement for two successive entry periods, they may be placed on probation.</td>
</tr>
</tbody>
</table>

### 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.

Interns should keep in mind that while they are working for ITAP, they represent the program and should not wear inappropriate work attire (e.g., t-shirts with obscene or suggestive content).

### 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 staff. Students receive training, real-world experiences and close mentoring in areas of their choice, and, in return, 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 has 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 an updated ePortfolio prior to applying to any job postings. In addition, apprentices are expected to attend interview preparation workshops. 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. An Associate can apply for a new internship each year or may choose to reapply to a current one.

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. The applicant must document adequate preparation for the internship, including workshops, résumé 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 for Application and Approval

<table>
<thead>
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<th>Submitted to ITAP Assistant Director</th>
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<tbody>
<tr>
<td>Preliminary Proposal with ITAP Assistant Director and Academic Advisor signatures</td>
</tr>
<tr>
<td>Current Transcript</td>
</tr>
<tr>
<td>Endorsement of project by faculty internship sponsor</td>
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<tr>
<td>Host Confirmation Letter</td>
</tr>
<tr>
<td>Completed Learning Contract for internship project, signed by student and faculty sponsor</td>
</tr>
<tr>
<td>Finalized arrangements for 1-credit readings course, submission of syllabus endorsed by instructor and student</td>
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<td>Liability Release Form</td>
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<td>Résumé</td>
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Go to www.depauw.edu/academics/centers/cgpopp/career/internships/semester/, where you can contact the internship coordinator in the Office of Civic, Global and Professional Opportunities, for further information. You can also contact the ITAP Assistant Director to schedule an appointment.

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 résumé, 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 résumé; 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. Associates and Apprentices interested in assistance finding a summer off-campus internship must notify the Assistant Director no later than March 1.

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, an internship does not guarantee future employment with the host.

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 may find that they are not well-adapted to the expectations and 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. After discussing the particular situation, the student who wishes to withdraw from the program will be asked to write a brief letter of resignation to the ITAP administration explaining their reasons.

**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 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 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 are allowed to use samples of the work that they create as part of their ePortfolios. 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: [www.depauw.edu/handbooks/student/](http://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.

**XII. Becker Fellows Award**

The Becker Fellows Award is given to ten upper-class ITAP associates who have demonstrated significant achievement in their on-campus and off-campus internship opportunities. 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 and opportunities ITAP students have participated in, as well as qualities they have demonstrated, such as strong leadership and service to the program, the campus and Greencastle community. Information provided in the annual Activities Survey sent out by the ITAP Assistant Director in early fall supplements department records of each student’s activities. The awards are presented each spring semester during the Academic Awards Convocation.
ITAP Contract 2012-2013

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 in its 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.

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

DePauw University
Information Technology Associates Program
Confidentiality Statement

I, _________________________________ hereby confirm that I understand that by virtue of my 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
DePauw University
ITAP Consent to Use Form

I, ________________________________, hereby _____ grant / _____ deny DePauw University’s ITAP administration permission to use and/or publish on the University Web site or in other promotional and educational materials photos or videos of me or work completed by me as an ITAP student.

___________________________________  ______________________________________
Signature                          Date