

Oklahoma State University Institute of Technology
Online Common Syllabus
Summer 2018

ITD 4806, 4809 or 4812 Internship

A cooperative agreement between industry and education in which students utilize and refine previously learned skills, and gain a working knowledge of and experience with contemporary industry culture, standards and practices.

Course Purpose

IT Internship is designed to help students, who are near graduation, get an industry-grade experience while providing a structure for reflection and support by OSUIT faculty. Industry stakeholders also benefit from exposure to students who will soon become available for full time employment.

Credit Hours: variable 6 or 9 or 12;

Total hours of internship per semester: 45 contact hours per credit hour of internship;

Total hours of lab for the semester: NA;

Total hours of clinical per semester: 0.

Class length - Full Semester

Class format - Fully Online

Class days and times: NA

Prerequisites: ITD 3201, a minimum 2.5 cumulative GPA, and approval by the internship coordinator and the School Chair

Instructor Name: Howard Licht

Instructor Phone: (918) 293-4786

Office: ET/IT 15B

Instructor email: licht@okstate.edu

Contact:

The preferred method of contact is email. Please allow 24-48 hours to return correspondence during the normal work week. **Please include course name/number in the subject line along with the subject of the email.**

Instructor's Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
1:00 p.m. to 3:30 p.m.	9:30 a.m. to 11:30 a.m. 3:00 p.m. to 3:45 p.m.	1:00 p.m. to 3:30 p.m.	9:30 a.m. to 11:30 a.m. 3:00 p.m. to 3:45 p.m.	By appointment Only

Additional hours by phone: Monday and Wednesday evenings, 6:30 to 8:30

School Name: Information Technologies **School's Main Phone:** 918-293-5440

REQUIRED TEXT, REFERENCES, AND MATERIALS

Texts: None required
 References: None required
 Materials: Diskettes, CDs, USB Drive, pens, pencils and erasers, paper (for taking notes, reports and planning activities), miscellaneous materials not supplied by the internship site. You must have access to a computer with Broadband Internet (2Mbps upload preferred) access and the ability to download and install required software.

Uniform/Tools: None required
 Estimated Cost for Materials: \$ 10.00 Amount based on current bookstore cost
 Estimated Cost for Uniform/Tools: \$ 0.00

ONLINE COURSE INTERACTION

OSUIT requires all online courses to include interaction between students, peers and instructors. Our online courses use a variety of tools to build a community of learners and strengthen engagement between students and their peers, as well as between students and the instructor. Communication tools used in this course may include Discussion, News, Blackboard Collaborate, and Email. Read the syllabus completely to determine which of these methods you, your classmates and your instructor will use for interaction.

Upon completion of the course, students should:

OBJECTIVE NUMBER	COURSE OBJECTIVES	ASSESSMENT OF OBJECTIVES
F.1	Communicate in a professional manner in both it technical and non-technical written forms in electronic and/or print formats	Weekly and Final Reports
F.3	Interact socially in a professional manner in both it technical and non-technical professional and/or social functions	Weekly and Final Reports
G.2	Complete research and documentation of current or emerging technologies or trends to determine their impact on the organizational community	Final Report

H.2	Evaluate the impacts and consequences of professional development activities through reflective assessment or supervisory interaction	Employer Evaluation *
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Aspects of the course objective assessments may be used in the university’s assessment of student learning. If applicable, an asterisk (*) above indicates this assignment is used in the university assessment program.

COURSE ACTIVITIES

In this course students will:

- Perform on-the-job tasks relating to his/her professional interests and career objectives according to industry standards and guidelines
- Maintain a daily journal of on-the-job tasks
- Submit weekly timesheets
- Submit weekly reports
- Participate in either on-site or virtual evaluations
- Provide feedback to the Information Technologies division for program and course improvement suggestions

GRADES WILL BE BASED ON THE FOLLOWING:

*Employer Supervisor Evaluation	50%
Weekly Reports (15)	15%
Time Sheets (15)	10%
Final Report	15%
Participation.....	5%
Electronic Portfolio	5%
Total	100%

OSU Institute of Technology Grading Scale A = 90.00 - 100.00 B = 80.00 -89.99 C = 70.00 -79.99 D = 60.00 -69.99 F = 00.00 -59.99

*The student’s grade for the Employer Supervisor Evaluation will be used in the university’s assessment of student learning. A 70% competency or higher receives a Pass rating. This Pass/Fail rating is independent of the student’s course grade.

RECOMMENDED STUDENT COMPETENCIES/SKILLS

Students in IT Internship should have the following competencies/skills in order to participate successfully: (List is not all-inclusive)

- Basic typing, email, and word processing skills
- Ability to discern and understand fields of a form
- Other skills as determined by Internship host.

AUTHORIZED TOOLS

Students may use any/all course materials, including books and notes, while participating in classroom activities. All quizzes are to be completed independently; no collaboration with classmates is permitted and any instance of such will be considered academic dishonesty.

LATE WORK

Instructor Policy: Late work will not be accepted at full graded value. Turning in your properly-executed work early is always acceptable. All exams, assignments, papers and projects must be completed and submitted by the specified due date or suffer a 20 percent penalty; late work will not be accepted more than two weeks after the due date unless prior authorization is given. It is the student's responsibility to maintain and protect all their work and electronic files. Class materials should be provided to the instructor, if requested. Exceptions for late work are the same that would be encountered in the workforce: jury duty, military duty, hospital stay, and required activities in another department. It is your responsibility to notify your instructor to make alternate arrangements in advance if these events cause you to miss class. Make-up exams, for reasons listed above, will only be given at times arranged with the instructor and may be different from those originally administered to the class. A late penalty may be assessed against the grade.

TESTING

There are no tests or exams given in this course.

UNIVERSITY & COURSE EXPECTATIONS

It is the responsibility of each OSUIT student to read, abide by and maintain a copy of the syllabus for this course. Syllabi are available on the OSUIT website.

Students understand that excerpts or portions of their work may be utilized for institutional assessment purposes. The purpose of institutional assessment is for verification of student learning and program improvement. Every effort will be made to keep this information confidential.

REMEMBER YOUR ETIQUETTE FOR POSTING ON DISCUSSION BOARDS. Consider what posts could potentially harm your career and alienate professional allies! Use the same courtesy in the D2L environment that you would use in any widely read public forum. You'd be surprised at how many paths cross through the course of one's career.

General guidelines for student conduct while interacting within an online course include: (1) Use proper language in all communications; (2) Harassment of any type will not be tolerated; (3) No jokes, insults or threats of an offensive nature.

For more information, go to: <http://osuit.edu/center/netiquette>

SYLLABUS ATTACHMENT

View the Syllabus Attachment, which contains other important information, by visiting http://osuit.edu/center/student_syllabus_information

COURSE OUTLINE AND TENTATIVE SCHEDULE

Schedule is subject to change at instructor discretion. Assignments are due on the dates in D2L.

Week	CONTENT AND SUBMISSIONS	WEEK DUE
Week 1	Internship documentation Week 01 Timesheet Week 01 Report Weekly Discussion Post	Week 5-3-18 thru 5-6-18
Week 2	Week 02 Timesheet Week 02 Report Weekly Discussion Post	Week 5-7-18 thru 5-13-18
Week 3	Week 03 Timesheet Week 03 Report Weekly Discussion Post	Week 5-14-18 thru 5-20-18
Week 4	Week 04 Timesheet Week 04 Report Weekly Discussion Post	Week 5-21-18 thru 5-27-18
Week 5	Week 05 Timesheet Week 05 Report Weekly Discussion Post	Week 5-28-18 thru 6-3-18
Week 6	Week 06 Timesheet Week 06 Report Weekly Discussion Post	Week 6-4-18 thru 6-10-18
Week 7	Week 07 Timesheet Week 07 Report Weekly Discussion Post	Week 6-11-18 thru 6-17-18
Week 8	Week 08 Timesheet Week 08 Report Weekly Discussion Post MIDTERM EVALUATION Supervisor/Mentor Evaluation & Interview	Week 6-18-18 thru 6-24-18

Summer Break - Week 6-25-18 thru 7-8-18		
Week 9	Week 09 Timesheet Week 09 Report Weekly Discussion Post	Week 7-9-18 thru 7-15-18
Week 10	Week 10 Timesheet Week 10 Report Weekly Discussion Post	Week 7-16-18 thru 7-22-18
Week 11	Week 11 Timesheet Week 11 Report Weekly Discussion Post	Week 7-23-18 thru 7-29-18
Week 12	Week 12 Timesheet Week 12 Report Weekly Discussion Post	Week 7-30-18 thru 8-5-18
Week 13	Week 13 Timesheet Week 13 Report Weekly Discussion Post	Week 8-6-18 thru 8-12-18
Week 14	Week 14 Timesheet Week 14 Report Weekly Discussion Post Internship Final Report	Week 8-13-18 thru 8-19-18
Week 15	Finals Week – Course Wrap Up Student Portfolio Internship Final Report FINAL EVALUATION Supervisor/Mentor Evaluation & Interview	Week 8-20-18 thru 8-23-18