Undergraduate Course Syllabus

IT-490: Information Technology Internship

Center: Online

Course Prerequisites

None

Course Description

The primary goal of the internship experience is to expose students to actual practices in the world of work outside of the classroom, to relate this experience to academic coursework, and to synthesize the two in a practical application of knowledge in an experiential setting. Secondarily, internships offer the opportunity to develop crucial job searching skills, explore career interests, enhance your resume, make contacts in your chosen field, and build references for future employment. Each intern will work in a career-related position during the academic term for which the student is enrolled for the internship, completing a minimum of 150 hours on the job per 3 credits. This is an elective internship course intended for College of Online and Continuing Education students who do not have a required internship as part of their program.

Course Outcomes

- Apply theoretical knowledge and program competencies in solving practical, real-world problems within a professional setting
- Critique potential distinctions between theoretical concepts and real-world practices in professional settings
- Determine opportunities for self-improvement within a professional setting
- Articulate how knowledge and experience gained via the internship can be effectively implemented in achieving professional goals
- Communicate ideas, suggestions or relevant information in a professional manner appropriate to a given
- industry or company

Instructor Availability and Response Time

Your class interaction with the instructor and your classmates will take place in Blackboard on a regular, ongoing basis. Your instructor will be actively engaged within the course throughout the week. You will normally communicate with your instructor in the weekly discussions or the General Questions forum in Blackboard so that your questions and the instructor's answers benefit the entire class. You should feel free, however, to communicate with your instructor via SNHU email at any time, particularly when you want to discuss something of a personal or sensitive nature. Your instructor will generally provide a response within 24 hours.

Grade Distribution

Assignment Category	Number of Graded Items	Point Value per Item	Total Points
Discussion	1	10	10
Weekly Journal	8	60	480
Executive Brief	1	350	350
Supervisor Evaluation	1	160	160
		Total Course Points:	1000

This course may also contain practice activities. The purpose of these non-graded activities is to assist you in mastering the learning outcomes in the graded activity items listed above.

University Grading System: Undergraduate

		Total Points:	1,000	
Grade	**Numerical Equivalent**	**Points**	**Points Equivalent**	
			Lower	Upper
A	93-100	4	930	1000
A-	90-92	3.67	900	929
B+	87-89	3.33	870	899
B	83-86	3	830	869
B-	80-82	2.67	800	829
C+	77-79	2.33	770	799
C	73-76	2	730	769
C-	70-72	1.67	700	729
D+	67-69	1.33	670	699
D	60-66	1	600	669
F	0-59	0	0	599
I	Incomplete			
IF	Incomplete/Failure*			
IP	In Progress (past end of term)			
W	Withdrawn			

*Please refer to the policy page for information on the incomplete grade process.

**For internships, students will be enrolled in a credit-bearing section in their first term. At that end of that term, the instructor will input a final grade of "IP" if the student is passing, or "F" if the student is failing. If the grade is "IP", the instructor will include the expiration date that will be set for 2 weeks from the end of the internship contract date; this will allow for submission of the final project as well as instructor grading. The student will then be enrolled in a 0-credit section for each subsequent term until the internship is completed. In each succeeding term, including the final term, the instructor will continue with the "IP"/"F" grading. After the last term ends, and prior to the expiration date, the instructor will submit a grade change form to the Office of the University Registrar (OUR) with the final alpha grade. The OUR will then change all IP grades for all sections of the internship to that final alpha grade.

Grading Guides

Specific activity directions, grading guides, posting requirements, and additional deadlines can be found in the Course Information area in the Assignment Guidelines and Rubrics folder.

Weekly Assignment Schedule

The Learning Modules area in Blackboard contains one module folder for each week of the course. All reading and assignment information can be found in the folders. Assignments and discussion board posts during the first week of each term are due by 11:59 p.m. Eastern Time. Assignments and discussion posts for the remainder of the term are due by 11:59 p.m. of the student's local time zone.

In addition to the textbook readings that are listed, there may be additional required resources within each module in Blackboard.

Module	Topics and Assignments
1	1-1 Discussion: Getting Started & Internship Overview 1-2 Reading: Critical Reflection 1-3 Reflection Journal Timesheet initialed by Supervisor
2	2-1 Reflection Journal Timesheet initialed by Supervisor [Instructor] Check-In with Supervisor (record in Workplace Contact Log)
3	3-1 Reflection Journal Timesheet initialed by Supervisor
4	4-1 Reflection Journal Timesheet initialed by Supervisor [Instructor] Check-In with Supervisor (record in Workplace Contact Log)
5	5-1 Reflection Journal Timesheet initialed by Supervisor
6	6-1 Reflection Journal Timesheet initialed by Supervisor [Instructor] Internship Evaluation form provided to Supervisor (due week 7) [Instructor] Check-In with Supervisor (record in Workplace Contact Log)
7	7-1 Final Project: Executive Brief 7-2 Reflection Journal Timesheet initialed by Supervisor [Instructor] Internship Evaluation form completed by Supervisor & returned [Instructor] Submit completed Evaluation form to Blackboard
8	8-1 Reflection Journal Timesheet initialed by Supervisor [Instructor] Timesheet completed by Supervisor & returned [Instructor] Submit completed Timesheet to Blackboard [Instructor] Check-In with Supervisor (record in Workplace Contact Log) [Instructor] Submit completed Contact Log to Blackboard

Attendance Policy

Online students are required to submit a graded assignment/discussion to Blackboard during the first week of class. If a student does not submit a posting to the graded assignment/discussion during the first week of class, the student is automatically withdrawn from the course for non-participation. Review the full attendance policy.

Late Assignments Policy

Meeting assigned due dates is critical for demonstrating progress and ensuring appropriate time for instructor feedback on assignments. Students are expected to submit their assignments on or before the due date. Review the full late assignment policy.

SNHU College of Online and Continuing Education Student Handbook

Review the student handbook.

Diversity and Disability Statement

The College of Online and Continuing Education (COCE) at SNHU values diversity and inclusion. SNHU strives to create inclusive and welcoming academic environments. If there are aspects of the instruction or design of this course that present barriers to your inclusion, please notify the Disability Resource Center (DRC) as soon as possible. We will work with you and your instructor to address needs and concerns. We encourage all students with known or suspected physical, medical, sensory, psychiatric, and/or learning disabilities to register with the Disability Resource Center (DRC) in order to assess learning needs and take advantage of available academic accommodations and support services.

SNHU does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, citizenship, marital status, gender identity or expression, sexual orientation, veteran/military status, or genetic information in its programs and activities. Requests for disabilities accommodations within COCE should be directed to:

Disability Resource Center (DRC)
(866) 305-9430
(877) 520-8916 (fax)
drc@snhu.edu

We welcome COCE students, faculty, and staff to consult with the Disability Resource Center (DRC) on disability-related questions or concerns. We look forward to hearing from you.

Complaints regarding discrimination and accommodations should be directed to:

(603) 645-9664
(603) 645-9717 (fax)
adacompliance@snhu.edu

Academic Honesty Policy

Southern New Hampshire University requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not condoned by the university. Review the full academic honesty policy.

Copyright Policy

Southern New Hampshire University abides by the provisions of United States Copyright Act (Title 17 of the United States Code). Any person who infringes the copyright law is liable. Review the full copyright policy.

SNHU College of Online and Continuing Education Withdrawal Policy

Review the full withdrawal policy.

Southern New Hampshire University Policies

More information about SNHU policies can be found on the policy page.

Assessment Calibration and Student Work Samples

For the purpose of continuous improvement of our educational training, Southern New Hampshire University's College of Online and Continuing Education may, on occasion, utilize anonymous student work samples for internal professional development and staff training. If you have any questions or concerns, contact your advisor. If you would like to withdraw permission for use of your work, please contact the assessment calibration administrator at assessmentcalibration@snhu.edu. See this document for more information.