

Ivy Tech Community College
School of Information Technology
CPIN Internship/Externship/Co-op Program

GOAL:

Internship, Externship, and Co-op programs are designed to prepare degree-seeking students for a professional career by integrating and enhancing academic study with work experience. By combining the manifold advantages of a well-rounded education with the skills gained from actual work experience, this program should strengthen the quality and performance of students entering their career fields.

- ☐ **Internship/Externship** is an unpaid experience that serves to synthesize a student's education and apply it to a workplace setting. These are usually undertaken near the end of a student's program of study so as to reflect the whole of the student's educational experience. On-site supervision is provided by an agency/company employee.
- ☐ **Co-op** is paid employment in a field closely related to the student's major. On-site supervision is provided by an agency/company employee.

STANDARDS OF QUALIFICATIONS AND ELIGIBILITY:

The student must satisfy the following requirements:

1. Be currently enrolled in a program leading to an Associate of Applied Science degree;
2. Approval of Program Chair or Advisor regarding both participation and final placement;
3. Have successfully completed at least 50 percent of the required program credits;
4. Be maintaining at least a 2.0 overall scholastic average on a 4.0 scale, or the equivalent, and be maintaining at least a 2.5 average in the program major;
5. Satisfy any security, physical, or health requirements of the Employer; and
6. Be physically able to perform the work.

WORK PERIODS AND ASSIGNMENTS:

1. The program advisor and/or student intern secure a position in a supervised and approved work situation directly related to the student's major field of study.
2. The student intern must work a schedule planned in advance rather than on an intermittent or when-needed basis.
3. The length of internship/externship/co-op will be three credit hours requiring 240 working hours per semester.

RESPONSIBILITIES:

In accordance with the following conditions and responsibilities, the college and the employer/supervisor will work together to ensure that the academic and work experience aspects of the program are carried out to the mutual satisfaction and to the benefit of the student intern, the college, and the employer.

THE PROGRAM ADVISOR WILL:

1. Inform student interns of the program and possible placement situations;
2. Recommend to the employer students who qualify for participation;
3. Provide assistance to the employer/supervisor and student intern in developing a training plan;
4. Provide the employer/supervisor with data and information about the student intern;
5. Advise the employer/supervisor of college administrative action(s) affecting the student intern, e.g., probation, change of major, work period, schedule problems or changes, etc.
6. Incorporate employer/supervisor evaluations into the student intern's record, and
7. Provide counseling assistance to the student intern and serve as a point of contact for information exchange and program liaison purposes with the employer/supervisor.

THE EMPLOYER/SUPERVISOR WILL:

1. Keep the program advisor informed of work experience opportunities and additional information as needed to assure mutual cooperation and successful program operation;
2. Consider and select student interns for participation in the program and advise the program advisor accordingly;
3. Orient the student intern to the work setting, and provide the student intern with meaningful and increasingly responsible work assignments correlated to his/her academic career, and guide the student intern in carrying out assignments. The employer/supervisor must provide appropriate input during the development of the student intern training plan;
4. Furnish the program advisor with supervisory evaluations during and upon the completion of the internship and keep the program advisor informed concerning the student intern's progress;
5. Notify the program advisor prior to any disciplinary actions taken which may affect the status or tenure of the student intern; and
6. Assign an employer/supervisor who will facilitate information exchange and act as liaison with the program advisor.

THE STUDENT INTERN WILL:

1. Satisfy both the academic standards of the college and the work performance standards of the employer/supervisor;
2. Demonstrate a personal interest in the professional career, both at work and while in attendance
3. Submit applications/resumes to prospective employers and participate in interview and selection procedures;
4. Keep program advisor and employer/supervisor informed of current home address and telephone number;
5. Participate in the development and adherence of a training plan;

6. Provide required reports to both the program advisor and employer/supervisor in a timely manner;
7. Maintain status of “student in good standing” at the college;
8. Submit all scheduled reports to the program advisor each week;
9. Attend scheduled college internship/externship/co-op program seminars;
10. Inform program advisor about any change in work schedule; and
11. Receive approval from the program advisor to terminate the internship position with the employer.

PERFORMANCE EVALUATION:

1. The Employer/Supervisor evaluates the student intern’s performance during and at the conclusion of the work assignment.
2. The Student Intern is required to prepare a weekly report and a final self-evaluation of the work experience.
3. The Program Advisor will evaluate the student intern during each scheduled visit and at mid-semester and will prepare a final summary of all evaluation reports.

RECORDS:

- ☐ A file of the following forms shall be maintained by the program advisor:
- ☐ Application
- ☐ Individualized Training Plan
- ☐ Weekly Report
- ☐ Program Advisor’s Visitation Report
- ☐ Mid-term and Final Evaluations

Ivy Tech Community College-CPIN Internship/Externship/Co-op Program Application

The responsibilities set forth in this booklet shall become effective upon signature by all parties. The program advisor and the employer/supervisor will consider any amendments proposed by either party and, by mutual consent, amend the terms set forth in this booklet in writing.

This agreement shall remain in effect unless terminated at any time by either the employer/supervisor or the college after consultation with all interested parties.

Student Intern Name Chelsea Mitchener Date 08/22/2022
(Please print)

Student Intern Signature Chelsea Mitchener

Email address cgritton@ivytech.edu

Program Advisor ELOKA AGWUEGBO Date _____
(Please print)

Advisor Signature _____

Eloka Agwuegbo
Ivy Tech Community College
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Phone: 765-643-7133 ext. 2035 | Google Voice: 317-207-0471
Email: cagwuegbo@ivytech.edu

Company Seminaut Inc Date 08/22/22

Supervisor Clay McCoy
(Please print)

Supervisor Title COO

Supervisor Signature _____ Email Clay@seminautdigital.com

Company Address 225 N CM Allen Pkwy

Phone 903-539-8730 Fax _____

Planned Average Hours/Week/Semester 20/hr - week

Student Intern Job Title Development Intern / Map Team Member

Student Intern Duties/Job Description

Chelsea's current responsibilities include: Meeting with her department head and entire department on Mondays. Meet with the Map team on Tuesdays. Meet with the UI/UX team on Wednesdays. Create UI/UX assets for our map, and code backend information as needed from department heads.