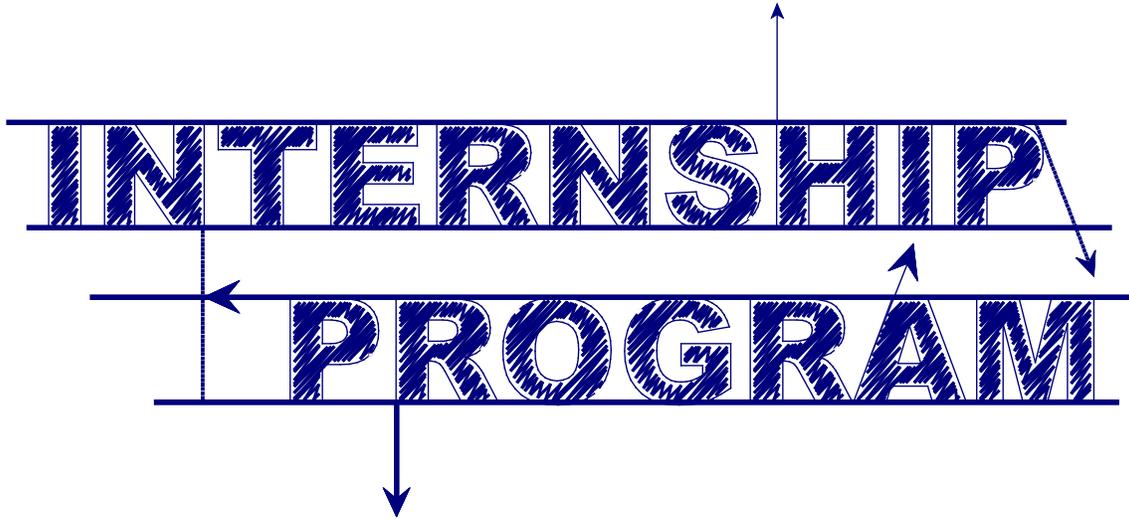




School of Information Technology



The School of Information Technology has a very exciting *internship program* available.

The program is designed for you to earn credit while gaining valuable work experience and building credentials within your field of expertise. It's a great way to build confidence in your field and experience to your resume.

★★ *We recommend the following steps* ★★



Contact the Internship Coordinator.

The Coordinator will review your course transcripts, grade point average (GPA), and overall degree plan to determine eligibility. The internships are scheduled to be taken toward the

end of your degree plan, whether it is an associate's or bachelor's program. It is important to consult with the Coordinator early in your coursework so you can start to plan for when the internship is best suited for your schedule and completed classes in your degree plan.

For instance, for those enrolled in the bachelor's program, an internship is a very good fit after courses such as IT 301: Project Management I, IT 331: Technology Infrastructure, and IT 302: Human Computer Interaction have been taken, but before IT 499: Bachelor's Capstone in Information Technology.

The first step is to make sure you are eligible to participate and to start planning on which upcoming term will work best for your schedule.

✉ ShaValerie Roberson, Information Technology Internship Coordinator,
ITInternship@kaplan.edu

2 Learn about the program requirements.

There are a couple of key considerations to keep in mind when beginning to plan for an internship. The information technology (IT) Internship Coordinator will help you evaluate the best time in your degree plan for an internship. There are also some guidelines that are expected for all students. Understanding the guidelines will help you identify an appropriate internship.

IT 296: Associate's-Level Information Technology Internship

- Recommended 60+ credits completed or working experience
- We suggest second to last or final term if plausible
- IT 296: Associate's-Level Information Technology Internship or AB 140: Introduction to Management (5 credit slot already on degree plans)

IT 489: Bachelor's-Level Information Technology Internship

- Recommended 125+ credits completed or working experience
- We suggest second to last or final term if plausible

For both the associate's and bachelor's internship, the following criteria apply:

- Must be unpaid
- Cannot be at current place of employment
- GPA requirements recommended minimum cumulative GPA of 3.0

- Work a minimum of **10 hours** per week at the site and complete course requirements



The timelines are very important as well:

- Check the calendar for the term start date you are interested in
- At a minimum, two weeks are needed for planning and approvals
- Don't wait till the last minute

Questions? Contact ShaValerie Roberson, IT Internship Coordinator at ITInternship@kaplan.edu.

3 Contact Career Services.

Career Services is a very important step in the planning process. Applying to intern with a company requires the same level of professionalism as applying for employment, and presentation matters. Visit Career Services to start preparing your resume. Submit your resume for review and work with the available specialists to make sure you are putting your best foot forward. They will provide resources for deciding the best content to include in your resume and to professionally format it for the best possible presentation. **All resumes must be professionally formatted and presentable as part of the program requirements.**

They also have mock interviews available. This is an important service to consider, as you will need to interview with the supervisor at the internship location. It is often much easier interviewing with a potential supervisor after you have worked out the jitters and nervous spots during a mock interview. The mock interviews help you prepare for questions asked during the interview and to help you prepare your own set of questions as well. Interviews are a two-way street. It's just as important to ask your potential supervisor questions and understand exactly what you will be learning during your internship.

Contact Career Services to help you prepare this very important step.

Careerservices@kaplan.edu

4 Identify and interview for an internship.

Internships can take place locally in your own community or virtually spanning outside your region. It's a matter of what the best fit is for you and what is currently available to accommodate your timeframe. The internship program does identify opportunities and we also provide many resources to help you find an intern opportunity as well. We encourage you to review your options, conduct research, and consider what would be ideal experience for you to gain and add to your growing resume.

The Internship Director and Coordinator will have a list of available internships. This list varies from term to term. In some cases, we have developed partnerships with local businesses and they have local intern positions available on a rotating basis. We also have programs within the School, such as the Technology Center, MyIT Consultant, and Kaplan Radio which often times have internship opportunities available. We also keep an ever-growing list of online resources to help identify possible internship. The online resources are for both local placement and virtual placement for internships. Spend some time reviewing options and consider what position would be the best fit for your resume.



Regional Internship Resources

The best place to start searching for regional internships is the same place you would look for a job. Many of the popular job boards have the option to search for internships.

- **Indeed:** <http://www.indeed.com/q-Virtual-Internship-jobs.html>
- **Simply Hired:** <http://www.simplyhired.com/k-virtual-internship-opportunity-jobs.html>
- **CareerBuilder:** <http://www.careerbuilder.com/Jobs/Keyword/Internship/>
- **Monster:** <http://jobs.monster.com/v-business-q-intern-jobs.aspx>



Virtual Internships Resources

There are also boards designed for virtual internships that vary by region and industry. These are a good place to begin reviewing what sort of companies tend to have more virtual placements and determine if that is an appropriate match for your degree plan and career path. For instance, social media and web development are very popular opportunities for

virtual intern boards; however network administrators are not as likely to find a match on these types of resources. Your specialization will play a large role in whether or not your internship is likely to be regional or virtual.

- **InternMatch** <http://www.internmatch.com/s/virtual-internships>
- **Urban Interns** <http://www.urbaninterns.com/job-search>
- **Idealist** http://www.idealist.org/search/v2/?search_type=internship

We are also building an ongoing list of companies and organization which have virtual internship opportunities. We are including some examples for your reference, however this particular list is constantly changing. For the most current one, please contact the Internship Director. We have included this list to demonstrate the diversity of internships which may be available.

EXRX

Example: Computer Trek

- Assist development of ExRx.net Web App
- Assist in maintaining and developing websites
- Install and maintain php applications (eg: phpbb), updates, and MODs
- Build Joomla Site
- Edit and process video
- Specify project requirements
- Create and process images and diagrams
- Research web technologies and make recommendations

Tech Electronics

Database Administrator/Developer Intern

Company Overview:

Tech Electronics is St. Louis' largest independent provider of commercial communications systems for business, industry, government, health care, and education. For over 51 years, Tech Electronics has been designing, installing, and maintaining telephone systems, fire alarms, security systems, sound systems for essentially every type of company in the metro area.

Position Overview:

We are currently seeking juniors, seniors, or recent graduates for our DBA/developer internship program. Our interns will receive a customized program of development that corresponds to their area of interest as well as their academic major.

5 Enroll in the internship course.

Internships have a course assigned just like any other course you have taken. The bachelor's-level course is IT 489 and the associate's level course is IT 296. Both follow the same format. An instructor is assigned to each course and will stay in contact with the internship supervisor throughout the term. They are available for any questions you may have throughout the term.

In addition to your 10 hours each week, the following coursework is required:

- Weekly detailed journals. At the end of each unit, you will consolidate/summarize your daily experiences into one weekly journal. The journals focus on what you accomplished during your internship that week and how the assigned tasks tie into your ongoing course work and career path. These replace the typical discussion boards.
- Two supervisor evaluations. These are to collect feedback from your supervisor and stay update on your progress throughout the term.
- One research project (IT 489). The goal is to identify an issue at the internship and research a set of solutions. For instance, network administration students have researched viable solutions for disaster recovery and cloud storage for data archive.

It's a very exciting opportunity to earn credit while gaining valuable work experience and build credentials within your field of expertise. It's a great way to build confidence in your field and experience to your resume.

6 Contact us with questions.

Please let us know what questions or concerns you may have. We can help you determine eligibility to the program and what opportunities may be available.

IT Internship Director, Allison Selby: ASelby@kaplan.edu

IT Internship Coordinator, ShaValerie Roberson-Reed: ITInternship@kaplan.edu

Career Services: Careerservices@kaplan.edu

We look forward to hearing from you!

Kaplan University cannot guarantee employment or career advancement.



IT 296 and IT 489 INTERNSHIP PROGRAM

Behavioral and Performance Guidelines

Kaplan University wishes to congratulate you on being considered for a student internship with an organization that has agreed to assist you in your academic and career goals. Organizations that choose to sponsor student interns have essentially agreed to assume the responsibility of providing a practical connection to classroom theory, as they seek to advance and serve the goals of society and the higher education community at large.

As a student and representative of Kaplan University, please remember that you are a guest of that organization and subject to the specific rules and regulations which govern the behavior and conduct of their employees as well as those students, such as yourself, who have been invited to participate in this valuable learning experience.

Violation of any of the following Behavioral and Performance Guidelines while serving in your student internship will result in the abrupt termination of your internship with that organization by either the organization, Kaplan University, or both. The decision of an organization to terminate your student internship is at the sole discretion of that organization.

If your student internship is terminated through a violation of any of the guidelines listed in this document or, a violation of any of the rules and regulations set forth by that organization governing the behavior of their interns, you will be immediately withdrawn from the IT 296/IT 489 internship course, and a failing grade will be entered. You will not be allowed to apply for another student internship with Kaplan University and you will be required to take another course the following term in order to make up for the failing grade. Kaplan University requires that you observe the following guidelines while serving in your student internship.



Behavioral and Performance Guidelines for Kaplan University Student Interns:

- Always act in a professional manner and be respectful at all times. Remember, people are evaluating you, the School of Information Technology, and Kaplan University based upon your actions. Even if you disagree with what you are observing, it is not your position to correct a manager. Observe, listen, and learn from the experience that the organization is offering you.
- Be on time and conform to a proper dress code (be sure to verify with your organization as to the proper dress code). When in doubt, ask questions. Proper dress will vary from situation to situation. Organizations are usually fairly conservative, please dress accordingly
- Listen to and obey all instructions given to you by your supervisor/mentor at the organization. You are there to learn as much as you can, and this learning may involve executing physical or time consuming tasks that will help the organization.
- Pay attention, listen carefully, ask relevant questions, and take notes.
- Agree to uphold the Kaplan University mission and values as a representative of Kaplan University throughout the duration of your internship.
- Do not, under any circumstances, violate or discuss any confidential information with anyone. Working as an intern in an organization will provide access to files and conversations that are strictly confidential. What you see and hear while working at the organization must stay with you. The only exception to the “do not tell anyone rule” would be the professor you are working with during your internship.
- Obey your organizations specific rules governing the conduct of their student interns. Organizations normally develop very specific rules and policies concerning interns and you must absolutely obey them. If you do not observe these rules and policies, you will be immediately removed from the internship. Organizations will be advised to notify the information technology (IT) Internship Coordinator regarding any student extern who is



not conforming to the established Behavioral and Performance Guidelines set forth in this document, or to the policies established by that organization governing the behavior and conduct of student interns.

Keep in mind that many organizations continuously look for potential employees. It is always possible that a well-done internship will assist you in finding employment with the host organization, or provide a nice letter of recommendation for you to other organizations.* As such, please make the very best of this valuable learning experience.

As acknowledgement of/ agreement to follow the guidelines set forth in this document, please send this document to the **Internship Coordinator** at itinternship@kaplan.edu indicating your understanding of this contract and agreement to fulfill the aforementioned obligations, as well as the potential consequences should they not be followed. Please include your name and address as well as whether you agree or do not agree to the obligations set forth in this Behavioral and Performance Guidelines while serving in an internship.

_____ **I agree** to conform to the parameters of the guidelines set forth above as well as to adhere to any consequences of my actions which violate these guidelines.

_____ **I DO NOT agree** to conform to the parameters of the guidelines set forth above as well as to adhere to any consequences of my actions which violate these guidelines.

Signature:

Name: _____

Student ID #: _____

Signature: _____

* Kaplan University cannot guarantee employment or career advancement.