

# Steps to Obtain an Internship and Enroll in ITEC 4900

## Overview

ITEC 4900 is a class designed to help students transition from the college environment to the professional work environment in Information Technology. To this end, students must have secured an internship with a business or non-profit organization **prior to their enrollment in the class**. Enrollment in ITEC 4900 is done by Dr. Lissa Pollacia, the coordinator of ITEC internships. Students do not enroll themselves in this class.

## Steps/Requirements

- (1) You must complete the *Application for Internship* by the specified due date, as indicated on the website. The application alerts Dr. Pollacia that you are going to be going through the process of obtaining an internship. If you have obtained a firm offer for an internship with an IT business or organization, then you must indicate this when completing the application.
- (2) You must have obtained *junior* standing and have completed ITEC 2150 (Intermediate Programming), 3100 (Networking), 3200 (Introduction to Database), 3900 (Professional Practices) by the start of the semester in which you plan to intern.
- (3) After Dr. Pollacia reviews your application, she will contact you to arrange a meeting with her to discuss your internship, your career direction and to review your resume.
- (4) You will then seek out and apply for internship opportunities. *Completing an application form does not guarantee that you will be given an offer by a business or non-profit organization.*
- (5) Before enrolling in ITEC 4900, you must have a *firm offer of an internship* from a business or non-profit organization prior to the start of the semester in which you plan to intern. While Dr. Pollacia can assist you in locating potential internships, it is your responsibility to find and apply. The Career Development and Advising Center at GGC can also assist you with locating potential internships. Register and login to the [ClawLink database](#) to view current opportunities.
- (6) Normally if a business is interested, a recruiter or representative from that business will invite you and conduct an interview. It is very important that you contact Dr. Pollacia if you receive an offer to interview, so that she can review your resume and give you some interviewing tips.

(NOTE: If you already work at an IT business, you may obtain credit for ITEC 4900 by completing a substantial IT project, above and beyond your normal work duties. In order to be approved for this option, submit a written proposal listing your normal work duties and a description of the substantial IT project that you propose to complete for your internship. You will not be given credit for ITEC 4900 for your normal work duties. The proposal will be review by the ITEC internship committee, and a determination made concerning whether or not credit for ITEC 4900 will be approved for your proposal.)

- (7) After obtaining a firm offer of an internship, you must contact Dr. Pollacia to complete the *Memo of Understanding (MOU)*, which is the legal contract between GGC and the business or

organization where you will intern. The MOU must be signed by Dr. Thomas Mundie, dean of the School of Science and Technology, and a representative of the business or non-profit, prior to the start of the semester in which you plan to intern. This step can take 6 to 8 weeks or more depending on the legal counsel of the business. If the business or organization already has a MOU with GGC, then this step is not necessary.

- (8) You also must complete the *Work Agreement* document, which is for your specific project at the organization. It must be signed by you and your supervisor, and you must fill in a project/job description. The ITEC internship committee will review the project description and determine whether it is substantial enough for the ITEC 4900 course credit.
- (9) If the ITEC internship committee approves the project, then Dr. Pollacia will contact the Registrar's office to have you enrolled in ITEC 4900.
- (10) Once enrolled in ITEC 4900, you must sign an *Authorization for Release of Records Form* which will allow GGC and the business or organization to exchange information about your performance during the internship program.
- (11) You must work a minimum of 120 hours for your internship, and complete the additional activities and requirements of the ITEC 4900 class.