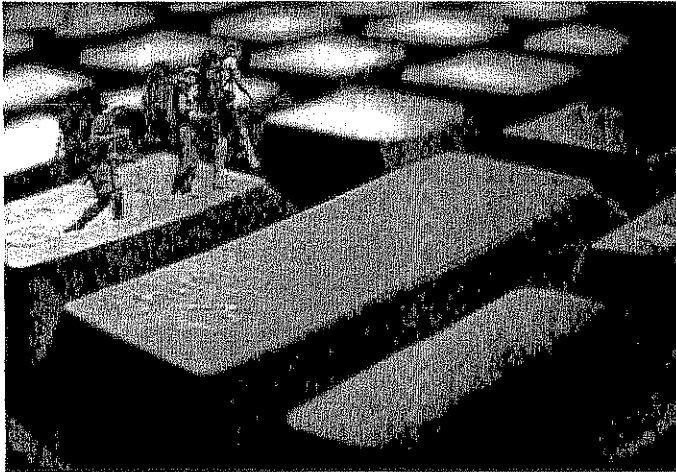


Digital Technology and Culture 498 Internship



Purpose and Rationale for the Course

The DTC 498 internship offers students an opportunity to work first-hand in professional settings. Students may choose to practice their current skills, or focus on an area of new knowledge. Internships should focus on activities appropriate to the DTC emphasis: the creative production and critical exploration of digital media. Ideally, the internship will compliment and further the student's long-range creative and career goals.

Students are expected to find their own placements and, with their employers, agree upon a project or set of projects appropriate to the DTC course of study. Internships may focus on a wide variety of skills and tasks, for example: web design, graphic design, technical writing and editing for online environments, animation, game design and testing, online marketing, or social media. Internships are not normally paid positions; any arrangements for a paid stipend must be negotiated between the student and the employer.

The projects must be approved prior to enrollment by the course instructor of record. Begin the enrollment process by making an appointment to discuss the prospective internship with the instructor of record. Complete the DTC 498 Internship enrollment form and obtain the signature of the instructor of record. Then submit the signed form to the Undergraduate Studies Advisor who will assist with enrollment in DTC 498.

Students must be enrolled in DTC 498 by the 30th day of the semester. Applications after that date will be denied.

Requirements

Students may earn a maximum of 15 credits for DTC 498. Typically students register for one to three credits per semester (maximum of six credits per semester). Each credit represents a minimum of 50 hours of approved and documented internship activity. Three credits typically involve at least 10 hours of work per week over the course of the semester for a total of 150 hours. Distribution of hours worked is to be negotiated between the student and the employer.

Students will prepare and submit a description of the proposed internship on a DTC 498 enrollment form (available in Avery 202J or Avery 391). Three additional forms must be submitted over the course of the semester in order to ensure satisfactory passage of the course.

- **Internship Identification Form:** Within a week of the start of the internship, students must supply the instructor of record with a statement of intent and description of tasks, signed by the internship supervisor (employer). This statement should include the goals of the work and its expected results.
- **Internship Progress Report:** At the end of one-half of the semester (typically the 8th week of classes) students must submit a progress report describing the work accomplished to date along with a sample of work representative of work accomplished. Use the form provided as a cover sheet for the progress report.
- **Internship Final Report:** At the end of the internship or the end of the semester of DTC 498 enrollment, a final report must be submitted on the work accomplished, accompanied by at least three samples or representative documents that demonstrate work appropriate to the requirements of the DTC 498 internship. The final report must also include a short statement by the internship supervisor attesting to the work accomplished and evaluating its quality. Use the form provided as a cover sheet for the final report.

Please note: the progress and final report forms assume the internship will involve a total of 150 hours of work experience for three credits over a fifteen-week semester. For other arrangements and credit-hour amounts, please make arrangements with the instructor of record.

Submit the forms and required attachments as a unit to the instructor of record by the required due date. Address questions regarding course requirements to the instructor of record at any point during the semester.

Enrolled : _____

Instructor of Record assigned: _____

Digital Technology and Culture
Request to Enroll in DTC 498 Internship

Instructions: Complete this form after consulting with the internship supervisor and instructor of record. Obtain the signature of the instructor of record. Return this form to the Department of English Undergraduate Advisor for approval by the Director of Undergraduate Studies.

Following approval of the internship, the student must ensure that they are enrolled in DTC 498 for the current semester. Each credit hour represents 50 hours of approved/documented internship activity.

Student name _____ Major _____
WSU ID# _____ Phone number _____
Local address _____ Email _____
Credit hours _____ Semester _____ Year _____

Student internship statement: Include a statement in the space below, or on a separate paper, that names the job; discusses the responsibilities and tasks involved, and describes the learning opportunities the student will undertake as part of the internship.

Student signature _____
Instructor of record _____ Date _____
Director of Undergraduate Studies _____

DTC 498 Internship Identification Form

Student name _____ WSU ID _____
Semester/Year _____ DTC 498 credits _____
Instructor of Record _____
Internship Address _____
Internship Phone _____
Supervisor's Name _____
Supervisor's Position and contact information (if different from above) _____

Student Statement of Intent and Description of Proposed Project: In two-three paragraphs, describe the intentions and goals of the project or set of projects you wish to undertake for DTC 498 credit. You may attach a separate paper.

Supervisor's Signature _____ Date _____
(This signature attests to the accuracy of the report.)
Student's Signature _____ Date _____

DTC 498 Internship Progress Report Form

Student name _____ WSU ID _____
Semester/Year _____ DTC 498 credits _____
Instructor of Record _____
Internship Address _____
Internship Phone _____
Supervisor's Name _____
Supervisor's Position and contact information (if different from above) _____

Attach a one- to two-page report in memo format directed to the instructor of record. Report on the activities and accomplishments of the first half of the internship. Include the exact number of hours worked to date. Also attach at least one representative document or sample of work completed. Your sample may alternatively be a link to online content. This report is due at the end of the week of the first half of the semester (typically the 8th week of classes).

Supervisor's Signature _____ Date _____
(This signature attests to the accuracy of the report.)
Student's Signature _____ Date _____

DTC 498 Internship Final Report Form

Student name _____ WSU ID _____
Semester/Year _____ DTC 498 credits _____
Instructor of Record _____
Internship Address _____
Internship Phone _____
Supervisor's Name _____
Supervisor's Position and contact information (if different from above)

Student report: Attach a three- to five-page report in memo format directed to the instructor of record. This report must document and describe the activities and tasks of the internship. It must also reflect on the learning experiences encountered during the internship. Include a minimum of three documents or samples that represent the work accomplished. The attachments may be links to online content.

Supervisor's statement: Include a brief written statement by the internship supervisor attesting to the accuracy of the intern's report and the quality of their work. This statement should not necessarily be interpreted as a letter of recommendation.

Both reports must be submitted to the instructor of record by the end of the final week of classes in the enrollment semester. If the student feels that they may not complete the number of credit hours they enrolled in, then they must discuss the situation with the instructor of record to arrange for a grade of Incomplete.

Failure to submit the final report and/or supervisor's statement by the due date will result in failure of DTC 498.

Supervisor's Signature _____ Date _____
(This signature attests to the accuracy of the report.)
Student's Signature _____ Date _____