

iSchool Creative, Innovative & Research Experience Approval

Rochester Institute of Technology

Golisano College of Computing and Information Sciences

Students may substitute *one* block of traditional co-op experience with creative, innovative or research (iSchool CIR) activities as long as they are directly related to the applicant's degree. Examples include contributing to research projects, supervised participation in entrepreneurial activities, and cross-disciplinary innovation projects not otherwise eligible for co-op. Students will follow a structured application process prior to registering for the course. They will submit a plan of work that outlines the proposed activities, defines tangible goals and deliverables, and identifies a person (faculty member, business contact, etc.) who will provide oversight throughout the term. At the conclusion of the term students will follow an assessment process similar to that used for traditional co-op with some additional work (report, presentation - see G. below).

Guidelines for an iSchool CIR Experience

- A. The student work must be commensurate with his or her education and abilities as an undergraduate student studying either *Computing and Information Technology*, *Human-Centered Computing*, or *Web & Mobile Computing*. The work must clearly require the student to apply the concepts and techniques from their particular program.
- B. The student must have completed one block of traditional co-op (ISTE-499) before starting an iSchool CIR. iSchool CIR credit will not be given for any work performed prior completing the first co-op block.
- C. The student may register for a maximum of one additional course (up to three credits) during the iSchool CIR term.
- D. A request for an iSchool CIR must be made no later than two weeks prior to the start of the first day of classes of the proposed CIR block. Requests for retroactive credit, i.e. after the work has begun, will be denied without review. All proposals will be assessed for suitability by the department's Undergraduate Program Director.
- E. The request for iSchool CIR credit must include the following (See – iSchool CIR Approval Form):
 - a. A project proposal or statement of need describing the project, including a rationale, an initial plan of work with a schedule and demonstrable milestones, and expected tangible deliverables at the end of the experience.
 - b. A discussion of how the proposed work assignment will require the student to practice specific program outcomes of their specific program.
 - c. A statement by an individual identified for the student's oversight that he or she will provide evaluative feedback on the student's work at the end of the iSchool CIR term.
 - d. A statement by the applicant describing how the proposed CIR fits with the applicant's plan of study and the applicant's post-graduation goals, as well as proof of preparation.

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- i. If applicant is pursuing a research opportunity, completion of courses such as relevant technical courses or Research Methods.
 - ii. If applicant is pursuing a start-up opportunity, completion of appropriate business courses.
- F. During the iSchool CIR the student must maintain a daily log of hours worked and activities performed during work time. The student is also responsible for reporting on a weekly basis to the individual responsible for the iSchool CIR oversight.
- G. Upon completion of the iSchool CIR block, the student will receive credit after:
 - a. Submission and departmental review of the following materials:
 - i. an evaluation by the individual responsible for the student's oversight;
 - ii. the daily time and activity logs;
 - iii. a report describing the project work and the student's experiences on this iSchool CIR assignment (approx. 1 page per week on Co-op)
 - b. The student will also give a presentation of their work that was announced school wide.

**It is strongly recommended that the student complete all of part G above as soon as they complete the experience. If they fail to finish all of the requirements before the end of the next term, the grade will become an 'F'.

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Examples of unacceptable CIR Experiences

Scenario	Comment
Work on the side while attending school.	CIR is not a part-time activity, it is full-time work. While we are pleased that many of our students find part-time jobs, we remind them that to get the benefit of <i>CIR</i> they need to disengage from school and work full-time on the project.
Develop software for a relative, a friend or an acquaintance.	The nature of the relationship between the student and the person for whom he/she works casts doubt on the quality of the work done and the performance evaluation submitted by the student's relative, friend, or acquaintance.
Use the first few weeks of work after graduation as CIR.	CIR is intended to enrich the student's academic experience <i>prior</i> to graduation.

Examples of acceptable CIR Experiences

The below list is not exhaustive, it is meant to help guide the viewer in some of the possibilities.

Scenario	Comment
Working for a faculty member in your area of study for a semester.	A faculty member agreeing to 'hire' you for the semester, taking on the responsibility of being your mentor and supplying you with pertinent full-time work in your area of study. This may be in support of future graduate study or publication.
Working along with a faculty member/industry expert in an entrepreneurial co-op.	An acceptable example of this would be joining a student innovation team through The Simone Center's Student Incubator initiative or the RIT Student Accelerator program, working on a stipend.
Student accepted into a heavily vetted and structured program, such as an NSF Research Experiences for Undergraduate (REU) site.	While the student may not have much detail as to exactly what they are going to be doing before they start, these kinds of experiences can be fundamental to their future and will be allowed.