

Internship Opportunities in Business & Industry and Government Agencies

Victor 12, Inc.

2000 N. Alafaya Trail, Suite 300
Orlando, Florida 32826

Contact: Makiba Washington

mwashington@victor12.com

Applications can also be sent to

HumanResources@Victor12.com

Victor 12 is a verified service-disabled veteran-owned small business headquartered in Orlando, Florida that provides services, solutions, and tools to enhance the effectiveness and efficiency of individuals, teams, systems, and processes. An *Orlando Business Journal* Best Place to Work in 2014, Victor 12 offers services in three core areas: Instructional Systems, Human Performance Improvement, and Virtual Training.

Victor 12 human performance experts and instructional designers create individualized, cost-effective solutions based on sound analyses. We consider a range of solutions, both instructional and non-instructional, and recommend interventions that balance projected results against both implementation and maintenance costs as well as potential risks.

Instructional systems designers develop and deliver targeted learning solutions that include interactive Instructor-Led Training (ILT), Web-Based Training (WBT), Virtual Instructor-Led Training (VILT), and electronic performance support systems for a variety of government and commercial clients.

Intern Requirements

Interns must be currently enrolled in an Instructional Systems Master's program with at least one semester completed with a GPA of 3.0 or above. Interns must be U.S. citizens and be able to pass a background check and drug screen.

Job Duties

Interns will participate in the design, development, and delivery of virtual instructor-led training (VILT), which is synchronous training delivered via web conferencing software.

Interns will:

- Assist with designing and developing VILT storyboard, course materials, and virtual classrooms.
- Interact with subject matter experts and virtual presenters.
- Conduct pre-training equipment checks with participants to ensure all equipment is working properly and to troubleshoot any technical difficulties they may be experiencing.
- Support course instruction by welcoming participants, taking attendance, providing course introductions, navigating through presentation slides, enabling and coordinating interactive features in the virtual environment, and monitoring participant engagement and participation.
- Serve as a point-of-contact for presenters and participants throughout the training session.
- Troubleshoot and fix technical and production issues that may arise.
- Conduct participant reaction surveys at the end of courses to determine if any instructional or technical issues occurred during the course and to identify improvements that can be made with the software, course, or instruction.
- Assist with pilot course implementations and evaluations.

Position Type

Intern positions are part-time, paid positions (fewer than 30 hours per week). There is a possibility of further part time or full time employment at the end of the internship for strong candidates.

Internship Opportunities in Business & Industry and Government Agencies

AMTIS Inc.

12124 High Tech Avenue, Suite 150
Orlando, Florida 32817

Contact: Kyle Keefe
Human Resources Administrator
407-513-9490
Email: recruiting@amtisinc.com

AMTIS Inc. is a service disabled veteran owned, woman owned, 8(a) small business. Our mission is to provide our customers with innovative, high-quality, and cost effective services, products and solutions. AMTIS Inc. provides information technology, professional, management, and educational support services leveraging technology-based solutions and a highly talented and credentialed workforce. AMTIS' full-service portfolio of training platforms ranges from traditional Instructor Led Training (ILT) to Web-based technologies (WBT) as well as blended learning solutions.

It is our goal to provide students with professional experiences in applying related skills and knowledge, and to gain hands-on training that will supplement and enrich their academic preparation. Primary responsibilities for candidates in the Instructional System Design Internship Program may include, but are not limited to:

- Design and develop technology-based training solutions such as web-based training (WBT), computer-assisted instruction (CAI), and electronic performance support systems (EPSSs).
- Adapt instructional content or delivery methods for different levels or types of learners.
- Conduct needs assessments to develop the basis for curriculum development or updates.
- Interview subject matter experts or conduct other research to develop instructional content.
- Define instructional, learning, or performance objectives.
- Participate in front end analysis
- Develop instructional materials, such as lesson plans, handouts, or examinations.
- Edit instructional materials, such as trainee guides, simulation exercises, lesson plans, instructor guides, and tests.

Internships are paid. Interns are not required to be US Citizens unless specified in contract requirements. AMTIS Inc. is an equal opportunity employer.

Internship Opportunities in Business & Industry and Government Agencies

Chamber Corporation

12689 Challenger Parkway, Suite 130
Orlando, FL 32826

Contact: Lisa Sochar

407-249-7263

Email: esochar@camber.com

Headquartered in Huntsville, AL, and founded in 1990, Camber Corporation presently has about 2,300 employees at over 100 locations worldwide, and has generated approximately \$435 million in revenue in FY2011. Camber provides mission-critical engineering, technical, and performance improvement services to government and commercial customers that include the Federal Departments of Defense, Energy, Transportation, Education, Treasury, the Veterans Administration, the Federal Emergency Management Agency, and state and local governments.

We recognize that our employees are our greatest asset, and the customer-focused efforts of these skilled professionals are the primary reason for our success. Our professional staff's key competencies include Training; Modeling and Simulation; Software Development; Acquisition Management/Decision Support; Engineering; Operational Expertise; and Information Technology.

Intern Requirements: Must be a US Citizen, and have advanced standing in an undergraduate program (GPA 3.0 or higher), or possess a Bachelor's or Master's degree.

Location: Orlando, Florida

Job Duties: Support administrative, IT, and planning activities for Instructional Systems Designers (ISD) and program evaluation teams. Apply basic communication, computer, and teamwork skills to support a variety of tasks related to on-going contract activities.

Major duties and responsibilities could include:

- Work with program/project team members and participate in team activities to support administrative and IT needs.
- Proofread and suggest improvements for plans, reports, guides, and other formal documents.
- Support evaluation and assessment of on-line materials such as web pages, on-line surveys, and other web-based documents.
- Participate in evaluation of training materials using formative and summative evaluation techniques.
- Participate in the collection of data associated with Job Duty Task Analyses (JDTA) and Front End Analyses (FEA).
- Revise and update technical manuals to required customer specifications.
- Support the design, development, and implementation of training support systems (e.g. web based training/computer based training, graphics, programming).

All internships are paid based on experience level.

Internship Opportunities in Business & Industry and Government Agencies

Carley Corporation

Contact: TBD

12600 Challenger Parkway, Suite 200
Orlando, FL 32826-2700

Carley Corporation, headquartered in Orlando, provides custom-designed training solutions to improve human performance. Carley addresses the needs of leadership, technical skills training, software training, and overall performance improvement. Carleys solutions include web-based training, CD-ROMs, instructor-led training, and performance support systems. Carley has a staff of approximately 60, including instructional designers, graphic artists, and multimedia programmers.

Carley Corporation employs graduate student interns to assist with one or more phases of the instructional design process. Depending on what project has a current internship opening, the intern may assist with task analysis, storyboard design, courseware development (e.g., authoring), or evaluation of a completed product. Interns become integrated members of the project team for the duration of the internship.

Internships are paid. In general, interns are not required to be US Citizens, although some particular projects may require it.

Internship Opportunities in Business & Industry and Government Agencies

Check Six Training Systems

7648 Southland Blvd.Suite 104
Orlando, FL 32809

Contact: Greg Canson
407-963-9581
yoda@checksix.us

Check-6 develops simulation-based training for the oil industry within our Competency Assurance Training System (CATS). Specifically, we develop scenarios that teach people the basics of running an oil well and how to deal with problems that can arise. CATS offers a cutting-edge solution that delivers hands-on learning, unbiased testing, and the ability to seamlessly track and document competency across an entire work force. Built specifically to improve operational efficiency, ensure safety, and minimize human error, this system enables training and testing decision-making skills in a state-of-the-art, immersive learning environment.

CATS is a revolutionary approach to training that blends interactive courseware (ICW), knowledge and skills assessment, and simulation training in a single, portable system. A robust physics engine is combined with a Learning Management System (LMS) to deliver academic and practical application lessons while continuously tracking the competency and currency of the work force.

Check-6 offers a friendly, casual work environment. There are no dress codes, cubicles, or set hours. Once an intern has reached an independent proficiency, there may be an opportunity for some remote work.

US Citizenship is not a requirement; however, candidates must be eligible to work in the United States. We prefer a Junior or Senior with a GPA 3.0 or higher in an undergraduate program or a student enrolled in a Master's degree program.

We are looking for interns to support different areas:

ICW Multimedia Developer

Working with Adobe Captivate, interns will transform storyboards about Oil Well Control written by our Subject Matter Experts (SMEs) into full-blown multimedia presentations that include graphics, video, audio and 3D animation.

Skill Set

Storyboarding, Audio/Video, basic scripting/basic programming, Learning Management Systems, graphic design

VCW Simulation Developer

Internship Opportunities in Business & Industry and Government Agencies

Working with the Check-6 CATS system, interns will write scripts that convert storyboards written by our SMEs into simulation-based training scenarios that cover various skills necessary to control oil wells in different situations. An example would be a simulation that allows the use to shut in a well that has taken a gas kick.

Skill Set

Storyboarding, game scripting/ programming, Learning Management Systems

Position Type:

Part Time, 32 hours a week (negotiable)

Interns will be hired as part time employees of Check 6. Pay will be between \$12 and \$20 depending on skill set and experience. There is a possibility of further part time or full time employment at the end of the internship.

Skills and Software Knowledge:

*Desired: graphic design, storyboarding, game design, game scripting, general programming

*Pluses: C/C++/C#/Java, SQL or other database, Learning Management Systems, ADDIE/ISD, Photoshop, Flash, Audio/Video experience, SCORM

Internship Opportunities in Business & Industry and Government Agencies

Corsair Engineering

11315 Corporate Blvd Suite 100
Orlando, FL 32817

Contact: Eugene Moore

Project Manager

407-207-3550 ext 357

Eugene.moore@corsairengineering.com

Corsair Engineering is a veteran-owned small business that provides government and industry customers with quality, high fidelity training systems, supportability engineering, and logistic services. Corsair Engineering works with many companies, such as Lockheed Martin, PEO STRI, NAVAIR, Insitu and Boeing to design and develop training for the Department of Defense.

Corsair engineering interns will:

- Review project documents
- Collaborate with instructional designers and graphic artists
- Use a content creation tool
- Help design and develop Interactive Multimedia Instruction (IMI) for a courseware project
- All Corsair engineering internships are paid, and U.S. Citizenship is required.

Internship Opportunities in Business & Industry and Government Agencies

EmbanetCompass

Contact: TBD

2145 MetroCenter Blvd. Suite 400
Orlando, FL 32835-7632

EmbanetCompass is an e-learning services provider for colleges and universities to market, recruit, develop, and support their online degree programs.

EmbanetCompass has internships available for Instructional Designers/Technologists to build course sites in WebCT or Blackboard. They would also be involved in producing multi-media presentations using Impatica, Camtasia, or flash, as well as authoring and duplicating CDs and DVDs.

Internship Opportunities in Business & Industry and Government Agencies

Defense Equal Opportunity Management Institute

Patrick AFB, Cocoa Beach, Florida

Contact: Dr. Bill McAndrew
william.mcandrew@patrick.af.mil
321.494-5225

The Defense Equal Opportunity Management Institute (DEOMI) is the premier equal opportunity and equal employment opportunity educational institution in the Department of Defense. DEOMI offers Equal Opportunity/Equal Employment Opportunity education and training for military active duty and reservists as well as civilians in both resident and non-resident courses. We assist our customers by optimizing their combat readiness by promoting human dignity through equity education, diversity, cultural competency, research and worldwide consultancy. DEOMI offers a total of thirteen (13) different core education/training courses as well as service specific training. There are seven (7) military Equal Opportunity and six (6) civilian Equal Employment Opportunity courses. Many courses are offered as both resident and non-resident. Our core course uses a blended learning approach.

Roles and Responsibilities of Intern: A student intern at DEOMI will have the opportunity to participate with the J-71 Directorate in curriculum design and review, instructional technology analysis, statistical analysis, development and tracking of survey instruments, and Advanced Distributed Learning evaluation.

This intern position is a paid position permitting up to 20 hours of work per week. The duration of its availability will be for up to a 52 week period. The intern must be a U.S. citizen.

Internship Opportunities in Business & Industry and Government Agencies

FirstService Residential Realty

385 Douglas Ave. #3400
Altamonte Springs, FL 32714

Contact: Jennifer Teruel
Curriculum Development Manager
Direct: 407-644-4500 ext. 7244
Cell: 407-461-1373
Email: Jennifer.Teruel@fsresidential.com
Website: www.fsresidential.com
Find us on: [Facebook](#) & [LinkedIn](#)

FSRR Internship Program

Be a part of the leading organization in Property Management! FirstService Residential (FSRR) is a global leader in property management. We offer the unique combination of local expertise backed by the support of a national leader. We offer a full range of proprietary resources and technologies. The result is the most professional, effective and cost-efficient property and rental management.

We're looking for detailed and motivated intern that works well in a fast-paced environment. This person will work alongside the Curriculum Development Manager to:

Design and develop training modules and training materials, create storyboards, screen recordings, exercises and assessment tools using a variety of formats including print, graphics, audio, video, animation and multimedia

Participate in the implementation and ongoing review and revision of training modules and materials to ensure consistency in design and integrity

Collaborate with Curriculum Development Manager and key departments to provide training and assistance through voice, in-person and email communication, as needed

Provide support for special projects as assigned by the Curriculum Development Manager

The goal of this program is to truly provide the candidate(s) with a real-life corporate experience, that can possibly develop into a permanent opportunity. The candidate will gain an opportunity of working with leaders of the organization to develop policies and procedures that will make a great impact within FSRR.

Internship Opportunities in Business & Industry and Government Agencies

ICATT

2816 Sans Pareil Street
Jacksonville, Florida 32246

Contact: Gabe Hamda
Phone: (904) 645-6954
Website: www.icatt.net
Email: training@icatt.net

Company Overview

ICATT began operating in December 1994 as a cultural enhancement organization. Utilizing our proven methodologies and flexible approach, we continue to expand our company by utilizing a wealth of private and public sector experience. Today, we improve organizational performance through:

- Customized Training
- IT Training
- Strategic Recruitment
- Organizational Effectiveness Consulting Services
- IT Support

Internship Requirements

Internships in Instructional System Design/ courseware development ICATT Consulting Inc. (www.icatt.net), an organization dedicated to improving organizational performance, is seeking intern Instructional Designers/Courseware Developers.

Essential Functions

- Instructor-led training (ILT) course development
- Web-based training course development
- Blended training course development

Task

Follow the ADDIE model to design and develop instructional resources.

All courses must be:

- SCORM and 508 compliant
- Developed in Articulate or Captivate
- Published in Flash

You must have your own computer with required development software programs.

Compensation

Negotiable based on experience.

For consideration, please send a letter of interest including compensation requirements and a resume to info@icatt.net or call 904-645-6954.

Internship Opportunities in Business & Industry and Government Agencies

The Institute of Internal Auditors

247 Maitland Ave.

Altamonte Springs, FL 32701

Contact: TBD Theresa Harter

Human Resources

Theresa.harter@theiia.org

407-937-1272

Rick Wright

Director, Curriculum Development

Rick.wright@theiia.org

407-937-1340

The IIA is an international professional association with global headquarters in Altamonte Springs, Florida. The IIA is the internal audit profession's global voice, recognized authority, acknowledged leader, chief advocate and principal educator. Members work in internal auditing, risk management, governance, internal control, information technology audit, education and security. We are the primary international association for the profession with more than 170,000 members in 165 countries and territories. The Educational Programs department of The IIA provides training to North American members and other corporate professionals through conferences, classroom seminars, eLearning and on-site programs.

As an ISD intern for The IIA, you will have the opportunity to gain valuable experience in the non-profit association industry by developing your skills in a variety of ways, including:

- Collaborating with other ISD professionals to create engaging courseware for live-virtual and f2f delivery
- Assisting in completion of quality reviews of courseware
- Assisting in the design and/or revision of instructor guides, participant guides, PowerPoint presentations, and other course materials, as necessary
- Interacting and collaborating with subject matter experts

Preferred Qualifications

- Experience or relevant coursework in instructional design for virtual and f2f courses (completion of EME 6613 required)
- Thorough understanding of adult learning principles
- Excellent written and oral communication skills
- Strong work ethic with the ability to work independently
- Attention to detail
- Willingness to ask for assistance when needed
- Ability to learn quickly and adapt to changing needs and priorities
- Ability to be present in the office for the agreed upon schedule

Director, Curriculum Development (or designee) will oversee all work and deliverables, provide feedback and coaching, and provide suggestions for improvement related to The IIA courseware development standards. Deliverables will go through an internal review process before they are pushed to the next phase of the course development cycle.

Paid internships are available for candidates that meet the qualifications of the position. US citizenship is not mandatory.

Internship Opportunities in Business & Industry and Government Agencies

Nemours Instructional Designer Internship

Contact: Nemours
Orlando, Florida
Jennifer Roupp
jroupp@nemours.org
407-650-7811

Jacksonville, Florida
Patty Walsh-Rauckhorst
prauckho@nemours.org
904-697-5983

Nemours is one of the nation's leading pediatric health systems, dedicated to advancing higher standards in children's health. We've made a promise to do whatever it takes to prevent and treat even the most disabling childhood conditions—a promise of specialty medical care, advanced hospitalization, applied research, and advocacy integrated with health information, prevention and a continuous process of teaching and learning.

Affiliated with respected community and academic partners, Nemours cares directly for 250,000 children annually, treating every child as if they were our own. A uniquely enhanced electronic medical record system prompts caregivers to consider past experience in linking Nemours care-giving specialists with the patient family and referring physicians across time, geography, and condition to achieve optimal results for each child.

As an intern for Nemours, you will have the opportunity to be a part of a leading pediatric healthcare provider, and gain valuable experience in the design and development of healthcare education.

Non-paid internships are available for candidates that meet the qualifications of the position.

PRIMARY FUNCTION:

1. Conduct needs and task analyses.
2. Work collaboratively with subject matter experts to gather and understand content and to determine appropriate delivery method(s).
3. Design and develop learning modules delivered in a variety of formats including in-class instruction, job aids, and e-learning (utilizing Captivate, Lectora, or other authoring tools).
4. Apply instructional design theories and models, such as ADDIE, to the work being developed.

PERFORMANCE SKILLS:

1. Innovative thinking.
2. Excellent communication skills (verbal, written, and interpersonal).
3. Organized and detail-oriented.
4. Ability to work independently and collaboratively.

Internship Opportunities in Business & Industry and Government Agencies

PREFERRED SKILLS:

1. Proficient with Microsoft Office.
2. Knowledge of software applications for designing e-learning and blended learning.
3. Experience with JavaScript, Flash, web development, and learning management system desirable but not required.