

Internship Opportunities in Higher Education

Institute for Simulation and Training

3100 Technology Parkway
Orlando, FL 32826
www.ist.ucf.edu

Contact: David Metcalf, Ph.D.
dmetcalf@ist.ucf.edu
Phone - 407-882-1496
Fax 407-882-1335

IST is an internationally recognized research institute that focuses on advancing modeling and simulation technology and increasing our understanding of simulation's role in training and education.

Founded in 1982 as a research unit of the University of Central Florida and reporting directly to the Vice President for Research, the institute provides a wide range of research and information services for the modeling, simulation and training community. Faculty and staff are distributed among IST's three Central Florida Research Park buildings, the Progress building (above), Partnership II and the Simulation and Training Technology Center.

In the IST, Interns will gain a variety of experiences in a dynamic, collaborative environment. Active projects will build upon solid instructional design skills, media development, and systems technology in support of simulation, performance support and training interventions.

Specific tasks include:

- Work with a team to produce storyboards for simulations, scenarios, performance/training interventions,
- Simulation, assessment and mobile learning research and development,
- Writing and research for various corporate research initiatives,
- Building and updated eCollege, WebCT, and Blackboard courses,
- Develop multimedia for simulation, animation, and distance learning using various software such as PowerPoint, Macromedia Dreamweaver, Flash, and other audio video tools.
- Transcription, editing, and proofing

Assignments will be based on prior experience, skills, and current research project needs. Paid Internships may be eligible for tuition fee waiver for graduate students.

Internship Opportunities in Higher Education

Florida State College at Jacksonville

Open Campus at Deerwood
Florida State College at Jacksonville
9911 Old Baymeadows Road, Room E2505
Jacksonville, FL 32256

Contact: Piti "Golf" Kanjanapongpaisal, Ph.D.
eLearning Instructional Designer
(904) 997-2691
Golf.K@fscj.edu

Florida State College at Jacksonville (FSCJ) is a public, non-profit higher education institution that offers a variety of programs and services to meet the education and training needs of more than 57,000 students per year. FSCJ offers more than 150 degrees and certificates and has five campuses and six centers throughout Duval and Nassau Counties.

The Center for eLearning (CeL) is housed at FSCJ's Open Campus and oversees online courses for FSCJ. The CeL has molded its own unique model for building courses, which involves a rigorous process that includes high-level design and planning with a Subject-Matter Expert, built-in quality analysis and alpha and beta testing, and a comprehensive revision every 18 to 24 months thereafter. Since its inception three years ago, the CeL has developed more than 370 courses and lessons.

The growing team includes Instructional Designers, Multimedia Designers, a Web Developer, and administrative personnel who work directly with faculty to build the courses from scratch, including creating custom videos and web-based learning objects. To learn more about the CeL and see examples, please visit cel.fscj.edu.

CeL Mission

The primary mission of the CeL is to design and develop online courses, as well as to establish quality online course standards for the College. Furthermore, the CeL is responsible for transforming a course that has traditionally been solely taught in a face-to-face format, to a hybrid course or fully online course. The CeL's Instructional Designers work with instructors, content experts, and a multimedia team to build a course using framework, sound online course design theories, and models of instructional design.

In addition, the CeL supports faculty development by creating training programs and providing Instructional Design consultation services across the campuses. The CeL is also involved in the College's grants and projects on workforce development and online training development for local businesses.

Roles and Responsibilities

An intern will be working with the mentor to design an online course for the Open Campus. The intern will have an opportunity to work with Subject-Matter Experts to develop online training materials for different projects as well. The intern is expected to apply the ADDIE process effectively:

Internship Opportunities in Higher Education

Phase I: Analysis

- Conduct a needs assessment
- Conduct front-end analysis for learners, content, and performance settings
- Identify gaps
- Analyze course curriculum
- Establish appropriate instructional goals
- Work with SME to collect resources and materials

Phase II: Design

- Assist SMEs in designing course curriculum
- Design course topics, assignments, and assessments
- Design course layout and interface
- Select appropriate multimedia and instructional materials

Phase III: Development

- Develop a course in Blackboard
- Create rubrics to assess learners' performance
- Develop multimedia and lecture content
- Develop assignments and assessments of the course
- Develop course syllabus
- Assist in writing learning objectives

Phase IV: Implementation

- Develop implementation plan for instructors
- Develop resources for learners
- Implement modular organization of course materials
- Apply instructional strategies and Instructional Design principles
- Apply appropriate multimedia
- Utilize open educational resources

Phase V: Evaluation

- Conduct formative evaluation throughout the project
- Assist in testing or piloting the course
- Conduct a course review with all stakeholders
- Revise the course based on the course review

Internship Opportunities in Higher Education

Required Skills

- Demonstrated familiarity with Instructional Design and Courseware Development principles
- Experience working with a Learning Management System
- Excellent problem solving and decision-making skills
- Ability to manage multiple projects, and meet numerous deadlines with keen attention to detail
- Ability to anticipate needs and potential issues before they occur
- Ability to think creatively and seek innovative solutions
- Ability to understand and communicate concepts quickly and accurately
- Consulting skills
- Strong writing, editing and proofreading skills
- High attention to detail
- Ability to prioritize, schedule and meet deadlines
- Ability to work independently and effectively in a fast-paced, dynamic team

Required Education

- Must be currently enrolled in an undergraduate or graduate program in Instructional Design in pursuit of a degree

Paid and non-paid internship is available.