

## Internship Opportunities in K-12 Education

### Florida Virtual School

445 West Amelia Street Suite 301  
Orlando, FL 32801  
407-317-3326  
[www.flvs.net](http://www.flvs.net)

Contact: TBD

Florida Virtual School (FLVS) is an established leader in developing and providing virtual 6-12 education solutions. FLVS currently serves the state of Florida and beyond, offering 88 courses including honors courses and 11 Advanced Placement (AP) courses, to students in grades 6-12, as well AP Test Reviews, Adult Education courses and GED. Founded in 1997 as a pilot project by the Florida Legislature, FLVS has grown from serving 77 students to more than 15,000 in the 2003-2004 school year.

The Florida Virtual School requests a Development Intern to assist with development, delivery and evaluation of online middle and high school curriculum. Currently, the Development Team has many projects in the design, development and redevelopment phases of the Instructional Design process. Utilization of an intern at this time would increase the speed at which development projects are completed.

We offer both paid and non-paid internships. Interns do not have to be U.S. Citizens. However, students that are not U.S. Citizens must provide documentation from INS that states they have authorization to be employed in the U.S. The student must also have a Social Security card.

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### Human Resources Orange County Government

450 E. South Street  
Orlando, FL 32801

Contact: Sally Lassalle, Special Programs Manager  
407-836-5819  
[sally.lassalle@ocfl.net](mailto:sally.lassalle@ocfl.net)

#### Our Mission and Values

Our mission is to serve the citizens of Orange County with integrity, honesty, fairness and professionalism. We are committed to engaging our citizens in the decision making process in order to earn their trust and improve our quality of life.

We are proud to serve the public. Our shared values help us deliver on the promise of exceptional service. We expect and demonstrate:

- **Fairness:** Serve the public with fairness and honesty.
- **Work ethic:** Work hard and give your best every day.
- **Integrity & character:** Maintain the highest standards and display respect for the County, your co-workers and the public.
- **Excellence & innovation:** Provide efficient and cost effective services. New ideas are welcome and encouraged.
- **Professionalism & accountability:** Take pride in serving the public and in yourself. Deliver measurable results that matter.

The OD/Training team was created in 2012 and is made up of one Administrator and four Advisors. Two current team members have Instructional Design degrees from UCF.

Orange County Government is a large organization made up of ten departments. There are currently 7000 employees to date.

The HR Organizational Development and Training Section Intern will:

- Apply ADDIE process in the design and development of our training portfolio.
- Conduct accurate needs analysis, develop learning objectives and develop training proposals including selecting the appropriate instructional methodology.
- Partner collaboratively with organizational subject matter experts (SMEs) to chunk information according to the objectives.
- Partner with Organizational Development and Training team on production and final deliverables.

The Organizational Development and Training Section office is located at the Orange County Government Human Resources, Internal Operations Centre I, 450 E. South Street, Orlando, FL. 32801.

## Internship Opportunities in K-12 Education

**TITLE:** Learning Designer (Intern)

**JOB FUNCTION:** Human Resources

**JOB DESCRIPTION:**

Provide training and development support to build the knowledge and skills for frontline employees and management. Support the achievement of Orange County's organizational objectives.

**ROLES AND RESPONSIBILITIES:**

- Design (conduct needs analysis, develop materials, evaluate training, etc.) Orange County organization wide-training programs for both frontline employees and operations management
- Assist with the development and implementation of training related to organization wide training initiatives
- Ensure that all training has high impact on the organization
- Conduct accurate needs analysis, write training objectives and develop training proposals including selecting the appropriate instructional methodology
- Develop professionally written, clear, user-friendly training materials for all levels for frontline employees and management.
- Develop effective evaluation tools to measure impact and effectiveness
- Consult with subject matter experts (SMEs) to ensure training deliverables are simple, aligned and integrated with operations
- Manage resources (people, materials, time) to ensure deliverables are completed in scope and on time
- Establish and maintain cooperative, productive working relationships, identifying and meeting obstacles in the ongoing project cycle
- Partner with Organizational Development and Training team on production and final deliverables

**REQUIRED TECHNICAL SKILLS:**

- A desire to gain experience in E-Learning design, authoring tools and learning management systems
- Knowledge of adult learning theory

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- Written and verbal communication skills, proven ability to write a variety of training materials
- Consulting skills (problem analysis, contracting, intervention)
- Needs analysis and performance improvement skills

### **REQUIRED EDUCATION:**

- Current enrollment in a Master's Degree Program or Certificate Program with a focus in Instructional Design

### **OTHER KEY QUALIFICATIONS:**

- Excellent analysis, problem solving and decision making skills
- Word, Excel, PowerPoint and Outlook proficiency
- Ability to influence others and interact effectively with all levels of the organization
- Ability to manage multiple projects, meet numerous deadlines with keen attention to detail
- Ability to work in a team environment as well as independently with minimal supervision
- Ability to anticipate needs and potential issues before they occur
- Ability to think creatively, seek innovative solutions and use change as a positive and motivating factor

### **PREFERENCE:**

- Experience with the use of the Articulate Professional software application

## **Internship Opportunities in K-12 Education**

### **Lake County Schools**

**Contact:** Kathy Halbig  
Manager of Innovative Learning  
Phone: 352-253-4120; 352-602-8070

Lake County Schools requests interns to assist with tasks associated with managing, updating, developing, delivering, and evaluating the use of traditional and emerging technologies into the K-12 curriculum. Specific duties might include with district administration on management of district-wide technology implementation, working with individual teachers and students, and providing professional development opportunities to groups of teachers. Lake County Schools seeks to work with 1-2 interns per semester.