

University of Central Florida: Instructional Design & Technology
Graduate Internship/Practicum Guidelines

This document is prepared for organizations and graduate students interested in participating in the Instructional Design & Technology (ID&T) Graduate Internship/Practicum Program at the University of Central Florida (UCF). The guidelines apply for three tracks within the ID&T program, including the instructional systems, e-learning, and educational technology tracks. This document provides a brief overview of the ID&T program and describes the roles and responsibilities of students, university faculty advisors, on-site mentors, and organizations participating in the ID&T internship/practicum program. Organizations interested participating in the internship/practicum program should contact either:

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Instructional Design & Technology Master’s and PhD Program

The ID&T program at the University of Central Florida (UCF) provides leadership and professional training in the analysis, design, development, implementation and evaluation of training and educational systems that are necessary to prepare productive citizens for today’s ever changing society.

As depicted in Table 1, the Instructional Systems track within the ID&T program focuses on preparing Instructional Designers for career opportunities in business and industry and higher education. The Educational Technology track focuses on preparing educators to use and integrate emerging digital technologies to facilitate learning in K12 and higher education settings. The e-learning track prepare both instructional designers and educators to design and delivery high quality online and hybrid educational applications

Table 1. Focus of professional tracks with the ID&T program

	Instructional Systems Track	E-Learning Track	Educational Technology Track
Instructional Designers	X	X	
Educators		X	X

The ID&T faculty, students, and graduates across all three tracks provide leadership to local school districts, institutes of higher education, government agencies, as well as, military, medical, hospitality, hi-tech and other related industries as they look to implement effective and efficient learning environments based on the latest advances in computer technology and the cognitive sciences. The ID&T program also supports the infusion of technology, and the design of innovative learning environments within our own program, the Department of Learning Sciences and Research Methodology (LSRM), College of Community Innovation and Education (CCIE), UCF, and across Florida.

Graduate Internship/Practicum Program

The master's and PhD internship/practicums and practicums provide an opportunity for graduate students to participate in the work of approved agencies, organizations and institutions. The internship/practicums provide students with "real-life" opportunities to apply related skills and knowledge, and to gain practical experiences that will complement and enhance their academic preparation. Both internship/practicums and practicums are judged upon evidence of the student's ability to apply skills, knowledge, and dispositions in a structured graduate experience under supervised conditions.

Student Requirements

Prerequisites. Students are encouraged to register for and complete their internship/practicum toward the end of their program of study, after they have finished their required and elective coursework. However, there may be special opportunities and circumstances where students register for internship/practicums/ practicums earlier in their program of study. Each student's academic advisor is responsible for ensuring the student is prepared to successfully complete desired internship/practicums.

Finding an Internship/Practicum. Students are encouraged to seek internship/practicum opportunities in their desired career path (e.g., business and industry, higher education, K12 education) at least one semester prior to planned registration and enrollment. Students may use the listing of potential internship/practicum sites, posted on the ID&T program website (at <http://edcollege.ucf.edu/insttech> under Students/Current Students/Internship/practicums) or seek their own internship/practicum opportunities through personal and professional contacts. Although faculty will assist, students' are responsible for finding and confirming internship/practicums. A specific internship/practicum must be identified prior to registration.

Students may fulfill internship/practicum requirements at their current workplace if necessary with approval from the faculty advisor who is supervising the internship/practicum as long as the they pursue internship/practicum objectives, tasks, and products outside of their normal job responsibilities under the guidance of a qualified onsite mentor.

If for any reason, students cannot secure a suitable internship/practicum, they may seek suitable experiences to fulfill internship/practicum requirements by working with their faculty advisor to draft an internship/practicum contract that must then be approved by the internship/practicum faculty coordinator for the given academic year.

Registration. Students must complete and submit a “Course Registration Agreement Form” that must be signed or otherwise approved by the internship/practicum faculty coordinator for the specified year. Acquire Course Registration Form from the CCIE Academic Advising Office or by contacting edgrad@ucf.edu. Submit completed registration form to the faculty member coordinating internships/practicums for specified academic year or term.

Time Requirements. Students must log a minimum of 160 contact hours during their internship/practicum/ practicum, with at least two-thirds of them in the field setting. The remainder of these hours may be logged through engagement in university advisor approved activities in other settings. Virtual internship/practicums may also be completed with approval from onsite mentor, faculty advisor, and internship/practicum coordinator. However, please note: Internship/practicum hours may need to conform to requisite time frames set by the internship/practicum site. In some situations (e.g., where a deliverable is being rushed to completion) everyone in the organization typically lends a hand, often working overtime. Interns may be required to work additional hours on certain days and internship/practicum sites may ask interns to work for longer periods of time. Interns may be contracted to work more than the minimum 160 hours on an individual basis.

Products. Before students “officially” begin their internship/practicum they **MUST** prepare an internship/practicum contract that specifies: (a) the context (name of organization, size, mission, etc.), (b) what they will learn (in terms of measurable learning goals and objectives), (c) what they will do (e.g., list of activities/tasks), (d) what they will produce (work samples or deliverables, including a portfolio narrative that describes how their work samples demonstrate achievement of specified objectives and reflects on their experience), and (e) an approximate timeline that depicts when the student will have each product completed. The contract must be completed and signed by the student and the on-site mentor, and approved by the faculty advisor **BEFORE** the student starts counting hours to meet the required 160hr. minimum. Interns should work with onsite mentor to draft a contract first, and then submit draft contract to faculty advisor for review and approval before obtaining signatures.

Internship/practicum Portfolio. Toward the end of the internship/practicum and **before** the final exam period, students must either post or submit an internship/practicum portfolio that includes:

- Title Page
- Table of Contents
- A copy of internship/practicum contract;
- A copy of onsite mentor evaluation;
- Portfolio narrative that (a) describes what you learned and how work samples demonstrate achievement of your internship/practicum objectives, (b) notes key decisions and any changes that may have been made during internship/practicum, and (c) reflects on your experience (what was particularly useful and why, what you would change and how, and do you want/need to learn to continue your professional development); and
- Work samples (listed in contract).

Internship/practicum portfolios should include all documents that are compiled into a well-formatted PDF and submitted to the faculty advisor as an attachment to email. If the file is too large to send via email, the student may either post the file online to be downloaded by the faculty advisor with instructions, or a hardcopy may be mailed or delivered to the faculty advisor.

Work samples/products(s), demonstrating activities conducted during the internship/practicum may include, but are not limited to: design documents, instructional materials, courseware, training evaluations, job aides, needs assessment reports, accounts of research or evaluative activities, work logs, seminar reports, and/or mentors' critiques. In case the Intern is assigned to generate proprietary materials, the Intern is responsible for making arrangements with the Internship/practicum site so his/her faculty advisor can properly assess his/her work.

All internship/practicum reports and products are to be submitted to the appropriate faculty advisor no later than the first day of the final examination period of the internship/practicum semester. Specific requirements regarding substance, content, and due dates for the reports and products will be negotiated between the intern, university advisor, and on-site mentor. In general, the student should submit one portfolio that includes all documents and products.

Interns are expected to complete all requirements within the semester or summer session in which they are registered in the internship/practicum. If, under unusual circumstances, the internship/practicum cannot be completed during that term, a grade of "I" may be assigned subject to general University rules for resolution. If a grade of "I" is assigned, a completed Incomplete Grade Form must be submitted to the office of the Associate Dean.

It is expected that students will be guided in their writings by their faculty advisor and the latest edition of the Publication Manual of the American Psychological Association, which is the preferred form for reports in the College of Education and Human Performance.

IMPORTANT NOTES:

- In some situations the work being performed during the internship/practicum may be of a classified or proprietary nature. In these instances please coordinate final submission of documents with both the site and university mentors in advance of required deadlines.
- Although not typical, there may be times when interns are asked to travel outside of Orlando to assist in a project. International students **MUST** meet with someone from UCF Global to get permission to travel, particularly if it is outside of the 48 contiguous states.

Responsibility of University Faculty Advisors

University faculty advisors are responsible for directing on-campus meetings, visiting individual interns, working with the on-site mentor(s), and addressing concerns held by interns, on-site mentor, and participating agencies or institutions. In addition to oral and written critiques that may be shared earlier in the term, the faculty advisor is to provide the student with a final written and/or oral evaluation of their performance in the internship/practicum.

A grade for the internship/practicum will be assigned by the faculty advisor, with input received from the onsite mentor, after all activities, reports and products have been completed. Until the student has completed all work, a grade of “I” will be recorded. If a grade of “I” is assigned, completion of an Incomplete Grade Form must be submitted to the office of the Associate Dean.

Responsibility of On-Site Mentors

Day to day supervision of interns rests with the on-site mentor(s). While the actual time spent with interns is left to the discretion of the mentor and the intern, mentors are expected to meet with their intern(s) at least once a week to mentor, review work, discuss activities and formulate plans. On-site mentors should be available to meet with university advisors at the beginning of the semester and during on-site visits. Mentors should respond to questions or comments that may be made by university advisors or interns. On-site mentors are also responsible for notifying interns and university advisors of any changes that may occur within the agency/institution that may affect the intern or the internship/practicum program. In addition to oral and written critiques that may be shared earlier in the term, on-site mentors are to provide interns with a final written evaluation of their performance in the internship/practicum. A template for completing the evaluation will be provided by the Intern. A copy of the evaluation must be submitted to the intern’s university faculty advisor.

Responsibility of Participating Agency or Institution

To become an “approved” internship/practicum site with related information posted on our program website for review by prospective students, participating agencies or institutions are to furnish UCF ID&T faculty with a short summary describing the mission of the organization, its location and any other relevant demographic information. The summary should also provide contact information, a general description of the roles and responsibilities of potential interns and state whether or not paid internship/practicums are available. The summary should also note whether the intern must be a U.S. citizen. Participating agencies/institutions are responsible for updating the summary whenever necessary (see sample at end of document).

Participating agencies/institutions are to designate a single point of contact who will act as the primary liaison between the agency/institution and UCF. The contact person may, but does not necessarily have to be an intern mentor. The contact person is responsible for notifying the IS internship/practicum coordinator if, for any reason, the agency/institution is not able to accept interns at any particular time and if any changes are made within the agency or institution that may affect interns or the internship/practicum program. The IS internship/practicum coordinator, in turn, will contact the liaison if any changes are made within UCF that may affect interns or the internship/practicum program.

Participating agencies/institutions are to identify and provide the IS internship/practicum coordinator with a list of potential on-site mentors. A resume or vita for each potential mentor should also be submitted with the list. On-site mentors play a key role in providing guidance and mentorship for interns. Therefore, it is critical to match the skills, knowledge, attitudes and interests of on-site mentors with that of interns.

While it is the primary responsibility of the university advisors to inform on-site mentors of any relevant changes to the internship/practicum program, and visa versa, it is also the responsibility of the agency liaison and the ID&T internship/practicum coordinator to ensure that all relevant people are kept abreast of any relevant changes made to the internship/practicum program.

How to become an official internship/practicum site

1. Contact Dr. Hirumi at Atsusi.Hirumi@ucf.edu and inform him that your organization is interested in participating in the Instructional Systems Internship/practicum Program.
2. Establish a single point of contact for your organization. This person should contact Dr. Hirumi and make arrangements to finalize participation in the program.
3. Prepare three brief paragraphs that includes: (a) name of organization, its location and contact information; (b) a general description of the organization or department that describes mission, products, services, size, etc.; and (c) a general description of the roles and responsibilities of potential interns including a statement indicating whether or not paid internship/practicums are available and if the intern must be a U.S. Citizen. The description of the organization should be submitted to Dr. Hirumi.
4. Once participation in the internship/practicum program has been reviewed, your organization’s contact information will be posted, along with the description in our list of potential internship/practicum sites which is given to all ID&T graduate students.
5. Potential interns will contact the appointed person within your organization. Please feel free to set up interviews or implement any other procedure you may have for screening and selecting interns. You may also contact program faculty for recommendations on specific students. You may want to consider posting a preferred contact or application date for each term so that you can compile a list of applicants and select accordingly.

Sample Internship/practicum Description

<p>The Texas Refining Division of Marathon Ashland Petroleum located on 170 acres of land at 1320 Loop 197 South in Texas City, Texas.</p> <p><u>Contact:</u> Duncan Welder Training Specialist Marathon Ashland Petroleum LLC (409) 943-7295 wdwelder@mapllc.com</p>	<p>The Texas Refining Division of Marathon Ashland Petroleum LLC is a crude oil refinery with a processing capacity of 73,000 barrels per day. It employs approximately 265 people. The Texas Refining Division processes sweet (low sulfur, domestic crude from the Gulf Coast area. This crude is supplied primarily by pipeline, but truck, barge and ship delivery can also be accommodated. The principal refined products of the Division include LPG, gasoline, naphtha, fuel oil and aromatics. Most of these products are shipped by pipeline to the Midwest and southeast areas of the United States. Approximately 450 million gallons of gasoline are shipped out of the refinery annually.</p>	<p>The Texas Refining Division Training Group requests a Training Intern to assist with development and administration of computer-based training modules. Currently, the Training Group has many projects in the design and development phases of the Instructional Design process. Utilization of an intern at this time would free the Training Group to focus on the analysis of training needs, design of new training programs and management of training requirements while increasing the speed at which training projects are completed. All internship/practicums are paid and interns do not have to be U.S. Citizens.</p>
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Intern/Practicum Checklist

One semester before internship/practicum:

1. _____ Secure an internship/practicum (related to analysis, design, development, implementation and/or evaluation of training at a location where an onsite mentor can meet with you regularly and provide guidance);
2. _____ Make sure onsite mentor has a copy of, understands, and does not have any questions or concerns with Internship/practicum Guidelines (available of our program website at <http://educollege.ucf.edu/insttech>);
3. _____ Acquire Graduate Course Registration Agreement Form from the College of Education Academic Advising Office or by contacting edgrad@ucf.edu). Submit completed form to the ID&T faculty advisory who is assigned to supervising internships/practicums for given term/year; and
4. _____ Confirm plans and location of internship/practicum with faculty advisor (along with name of onsite mentor).

Before you begin internship/practicum, you should:

1. _____ Work with onsite mentor to prepare draft internship/practicum contract (see sample provide online). The contract should 2-3 pages and should (a) provide short paragraph about internship/practicum site (location, size, products and services); (b) list learning objectives (what you plan to learn from experience); (c) list activities (what you will do to achieve objectives); (d) list work samples (what you will submit to demonstrate achievement of your objectives); and (e) a schedule for your activities (when you plan to be onsite and complete products). The internship/practicum contract should also have signature lines for you, your faculty advisor and your onsite mentor;
2. _____ Send faculty advisor draft internship/practicum contract. If it looks good, the advisor will sign and send it back to you. If not, the advisor will provide feedback and you will need to revise and resubmit;
3. _____ Sign contract and ask onsite mentor to sign contract. Keep signed copy to submit with your internship/practicum portfolio;
4. _____ Ask if onsite mentor would like to meet with faculty advisor about internship/practicum expectations. If so, either schedule meeting and/or give him/her advisor's contact information, and/or give advisor the mentor's contact information;

During your internship/practicum:

1. _____ Contact faculty advisor once a week and give advisor an update on your progress
2. _____ If you have any questions or concerns, or if there is anything the advisor can do to help;
3. _____ Encourage online mentor to contact faculty advisor if they have any questions or concerns; and
4. _____ Work with and complete internship/practicum requirements as specified in contract (Note: We recognize that requirements may change. That's fine, just be sure to let me know and explain changes in your portfolio narrative).

Toward end of your internship/practicum:

1. _____ Ask mentor to complete Onsite Mentor Intern Evaluation (using given template if desired); and
2. _____ Prepare portfolio (Three ring binder or one PDF document including contents listed below). Submit portfolio and confirm receipt.
3. _____ Post and/or submit your portfolio, and confirm receipt with faculty advisor as specified by the advisor.