

IDT 620 Internship Guidelines

Internship Eligibility/Application Process

The internship in Instructional Design and Technology (IDT) is designed to provide an opportunity for practical application of classroom theory in a professional setting. The student involved in an internship will share in the responsibilities of the experience. To be eligible for an IDT internship, the student must:

- be a graduate student in the IDT Program.
- have completed a minimum of 15 hours of coursework in the IDT Program prior to beginning the internship (more is advised).
- demonstrate competencies for an internship for use in identifying appropriate internship placement.
- submit FORM 1: IDT 620 Internship Application at least three months prior to the anticipated date when the internship would begin. Earlier applications are encouraged for some competitive internship opportunities.

Internship Requirements

The student should acquire experience in instructional design, technology applications, project management and personnel in varied settings at the internship location. Specific duties and opportunities are negotiated between the intern and the on-site mentor.

- The intern will spend no less than 200 hours in professional fieldwork for which s/he will receive 4 semester hours of credit.
- The intern will participate in planning the internship program with the on-site mentor. The internship should include multiple experiences with more than one facet of the sponsoring organization in order to provide an understanding of the total scope of its instructional technology operations. Interns could be given opportunities to plan, organize, and lead activities as well as opportunities to observe and participate in other activities. A project designed to provide valuable experience to the intern while benefiting the sponsoring organization is recommended.
- The intern is expected to follow the rules, regulations and policies of the sponsoring organization as if s/he is an employee.
- The intern will prepare any forms, records, or reports required by the IDT Program See the Student Responsibilities section elsewhere in this document.

Selection of Internship Location and On-Site Mentor

- Students are responsible for locating their own internship location. However, a list of locations where former students have done internships is available from the Internship Coordinator. Also, companies and other entities may list themselves with the Internship Coordinator expressing a desire to have interns.
- Once the student has received approval to do an internship, and a potential location has been identified, the student may contact the sponsoring organization to determine necessary application procedures. Some organizations provide outstanding opportunities but they are filled through a competitive application/interview process.
- Once accepted, the IDT Program and the sponsoring organization must read and sign FORM 4: Internship Agreement. When necessary the sponsoring organization may alter the specific statements on FORM 4 to make the requirements appropriate to the institutional setting or to meet the individual intern's needs. However, the Instructional Design and Technology Program must be made aware of these changes when the form is signed.

The Internship Experience: Student Responsibilities

The Intern will:

- Complete all forms (FORMS 2, 3, 4) and arrangements regarding the setup of the internship. Forms must be filed with the Internship Coordinator.
- Prepare a statement that delineates the philosophy and objectives of the internship; the progression and scope of the internship; and any policies and procedures agreed to by the sponsoring organization. The faculty advisor must approve this statement before the student can begin his/ her internship experience. A copy of the completed "Internship Statement" will be given to the On-site Mentor.
- The intern will submit FORM 5: Biweekly Activity Log to the IDT faculty advisor on a biweekly basis.
- The intern will schedule periodic conferences with the on-site mentor, including midterm and final evaluation meetings.
- The intern will submit a final report and FORM 8: Evaluation of Internship Experience to the faculty advisor.

The Internship Experience: Faculty Advisor Responsibilities

The Faculty Advisor will:

- Keep a copy of all forms signed by students, the internship sponsoring organization, and the IDT Program.
- Receive, respond to and file student and on-site mentor documents.
- Visit the internship location at least once during the internship experience.
- Review all intern and mentor documents in order to evaluate the internship.
- File an S/U grade.

The Internship Experience: On-site Mentor Responsibilities

The Mentor will:

- Negotiate with the prospective intern the goals and objectives of the internship experience as well as specific arrangements such as scheduling, parking, etc.
- Read and sign Form 4: Internship Agreement.
- Provide supervision throughout the internship experience.
- Consult with the intern on a regular basis regarding progress. Review and revise the learning experience as needed.
- Complete FORM 6: On-site Mentor Midterm Report of Intern, at the appropriate time, and FORM 7: On-site Mentor Final Assessment of Intern upon completion of the internship. These forms should be sent to the intern's Faculty Advisor.

Internship Forms (see Graduate Manual's Table of Contents to get forms)

FORM 1: IDT 620 Internship Application

FORM 2: Internship Waiver and Release

FORM 3: Internship Statement of Insurance Coverage

FORM 4: Internship Agreement

FORM 5: Biweekly Activity Log

FORM 6: On-site Mentor Midterm Report of Intern

FORM 7: On-site Mentor Final Assessment of Intern

FORM 8: Evaluation of Internship Experience by Intern

Graduate Internship Checklist

GRADUATE INTERNSHIP CHECKLIST

Getting Started:

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| ___ | If 3.0 GPA and at least 15 hours of IDT coursework completed, file Form 1: IDT 620 Internship . |
| ___ | Upon notification of internship approval, establish internship location. |
| ___ | Negotiate internship activities with sponsoring organization. |
| ___ | Secure signatures on Form 4: Internship Agreement |
| ___ | Complete Form 2: Internship Waiver and Release and Form 3: Internship Statement of Insurance Coverage |
| ___ | Prepare Internship Statement for faculty advisor approval and give a copy to the on-site mentor. |

During internship:

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| ___ | Complete at least 200 hours of professional fieldwork (internship). |
| ___ | File Form 5: Biweekly Activity Log on a biweekly basis. |
| ___ | Meet periodically with On-site Mentor to discuss progress and plan continued internship experiences. |
| ___ | Make sure the On-site Mentor has a copy of Form 6: On-site Mentor Midterm Report of Intern to complete and return to the Faculty Advisor at the midterm of the internship. |

At conclusion of internship:

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| ___ | Make sure the On-site Mentor has a copy of Form 7: On-site Mentor Final Assessment of Intern to complete and return to the Faculty Advisor at the end of the internship. |
| ___ | Write thank you notes to sponsoring organization and On-site Mentor. |
| ___ | Submit Form 8: Evaluation of Internship Experience by Intern and a report of your experiences by the due date agreed upon with your Faculty Advisor. |